

MOTOR VEHICLE MANUAL

PREFACE

In partnership with County Tag Agents, Motor Vehicle Services (MVS) is charged with the responsibility of issuing certificates of title, registrations and license plates to motor vehicles owned and operated in the State of Georgia, while safeguarding the interests of lien and security interest holders. A Certificate of Title is an important document that should be placed in a safe place with other important legal documents. Your driver's license and insurance card must be in your vehicle when the vehicle is operated.

As an aid to our customers, this manual has been prepared to explain the procedures for securing a Georgia Certificate of Title, license plate and vehicle registration.

Motor Vehicle Services (MVS) is committed to providing efficient, prompt service to our customers. All motor vehicle owners who are required by law to have their motor vehicle registered in Georgia and who are not specifically exempt from having a title must apply for a Georgia Certificate of Title in their name. All county tag agents in this state are authorized agents of the State Motor Vehicle Safety Commissioner for the purpose of accepting title applications and fees from their county residents. **We encourage our customers to apply for their titles at the local county tag office since you must apply for your license plates and vehicle registrations at your county of residence.**

If you should have any additional questions after reviewing this manual, **please contact your local county tag office** or Motor Vehicle Services (MVS).

Valuable tag and title information including the capability to complete and print most MVS forms is located at the following web site:

<http://www.dmv.ga.gov>

County contact information, including county web site addresses, is located at the following address:

<http://www.dmv.ga.gov/locate/index.asp>

The telephone number for MVS is (404) 362-6500. The telephone numbers for the county tag offices in this state are shown on pages 183-195.

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MISSION STATEMENT

“In partnership with all counties, we work to protect the interests of our customers by issuing vehicle registrations and titles accurately and in a timely manner.”

VISION STATEMENT

Quality Using Education, Service, Technology Plus Teamwork

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CONTACT US

Department of Motor Vehicle Safety – Operations Division –
Motor Vehicle Services Section (MVS)

MVS Director's Office
Telephone: (404) 362-6440

MVS County & Citizens Help Desks (Registration/Title Procedures)
Telephone: (404) 362-6500

MVS Forms
Telephone: (404) 362-6500
Press 3
Press 2

MVS Special Dealer Tags
Telephone: (404) 675-4947

MVS IRP
Telephone: (404) 675-6135

MVS Commercial Vehicle Permitting (Single State Registration)
Telephone: (404) 363-7149

MVS Salvage, Bonded & Court Ordered Titles
Telephone: (404) 362-6500

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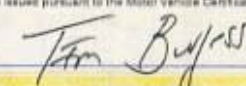
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GEORGIA CERTIFICATE OF TITLE

Certificate of Title

A Certificate of Title is a legal document issued by the Department of Motor Vehicle Safety for a motor vehicle that reflects the legal owner(s) of the vehicle and any recorded lien or security interest holders. This document also reflects brands indicating the status of the title (e.g. Replacement); the condition of the vehicle (e.g. Salvage, Rebuilt, Flood Damage, etc.); and the odometer reading (when required). A Georgia Certificate of Title is mailed to the "first" lien or security interest holder until their interest in the vehicle becomes satisfied. If there is no lien or security interest holder, the title is mailed to the vehicle owner.

STATE OF GEORGIA		Certificate of Title		STATE OF GEORGIA	
***DISCLAIMER: DO NOT ACCEPT THIS TITLE WITHOUT THE SECURITY THREAD LOCATED APPROXIMATELY TWO INCHES FROM LEFT EDGE.					
VEHICLE IDENTIFICATION NUMBER LPDPP10000	MAKE CHEVROLET	YEAR 1999	TYPE OF BODY 2 DOOR	MODEL UNKNOWN	CYL 6
DATE VEHICLE PUR 01/02/2002	FUEL GASOLINE	NEW OR USED NEW	ODOMETER* 000123	PREVIOUS TITLE NBR/STATE OF ISSUE	NBR OF LIENS 1
				COLOR RED	CURRENT TITLE NUMBER 776249020253907
OWNER STORMIE KNIGHT 1200 TRADEPORT BLVD HAPEVILLE GA 30354-3724			ODOMETER READING IS ACTUAL MILEAGE OF THE VEHICLE UNLESS OTHERWISE INDICATED BELOW.		
			MAK TO ABC BANK 1200 TRADEPORT BLVD HAPEVILLE GA 30354-3724		
1ST LIEN OR SECURITY INTEREST ABC BANK 1200 TRADEPORT BLVD HAPEVILLE GA 30354-3724					
2ND LIEN OR SECURITY INTEREST					
3RD LIEN OR SECURITY INTEREST					
RELEASE OF LIEN OR SECURITY INTEREST					
DATE OF RELEASE	SECURITY INTEREST HOLDER	AUTHORIZED AGENT	<small>The Ga Dept of Motor Vehicle Safety hereby certifies that an Application duly made the person named herein is registered by this Department as the lawful owner of the vehicle described subject to the liens or security interests herein set forth and such liens or security interests as may subsequently be filed with the Commissioner. This Certificate of Title is issued pursuant to the Motor Vehicle Certificate of Title Act and is subject to the provisions thereof.</small>		
1ST LIEN		BY			
2ND LIEN		BY			
3RD LIEN		BY			

SAMPLE GEORGIA
CERTIFICATE OF TITLE
(Shown smaller than actual size)

Spaces are provided on the reverse side of the Certificate of Title for transfer of ownership. The title should be delivered to the purchaser/transferee at the time the vehicle is delivered. The "new" owner should promptly apply for a Certificate of Title in their name.

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Spaces are provided on the face of the title for the release of any recorded liens or security interests. However, the released liens or security interests are not removed from the state's records until a "new" title is issued.

THIS TITLE MUST BE TRANSFERRED IMMEDIATELY INTO THE NEW OWNER'S NAME. CAUTION: \$100 FINE OR 30 DAYS IMPRISONMENT FOR ACCEPTANCE OR DELIVERY OF EACH CERTIFICATE OF TITLE ASSIGNED IN BLANK. TAG REGISTRATION MUST BE TRANSFERRED WITHIN 30 DAYS OR OWNER WILL BE SUBJECT TO FINE OF UP TO \$100. NEW VEHICLES MUST BE REGISTERED WITHIN 30 DAYS OF THE DATE OF PURCHASE. OWNER MUST COMPLETE ALL SPACES IN FULL. DO NOT USE RED INK. NOTICE: ANY ALTERATION VOIDS THIS TITLE.

ASSIGNMENT AND WARRANTY OF TITLE BY REGISTERED OWNER

TO BE COMPLETED BY SELLER and delivered with the vehicle to the purchaser. Application for new Certificate of Title must be made by purchaser on title application form and filed within 90 days of date of purchase in order to avoid \$100.00 penalty. If the vehicle described herein is junked or dismantled, this Certificate of Title must be returned to Motor Vehicle Services within 72 hours. FEDERAL and State Law requires that you state the odometer reading in connection with transfer of ownership. Failure to complete ODOMETER STATEMENT OR providing a FALSE STATEMENT may result in fines and/or imprisonment. The undersigned hereby sells, assigns or transfers the vehicle described on the face of this certificate to:

ALL BLOCKS MUST BE COMPLETED ACCURATELY. SUBMIT SIGNED & NOTARIZED AFFIDAVITS EXPLAINING ANY ERRORS.

BUYER'S LEGAL NAME: _____ **DATE OF SALE/TRANSFER:** ____/____/____
STREET OR R.F.D. NO.: _____
CITY: _____ **COUNTY OF RESIDENCE:** _____
STATE & ZIP CODE: _____
Licenses: _____
Licenses: _____
Licenses: _____

*I/we certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

ODOMETER READING: ☐ NO TENTHS ☐ TENTHS ☐ HUNDRETHS ☐ THOUSANDS ☐ FIFTY THOUSANDS ☐ ONE HUNDRED THOUSANDS ☐ TWO HUNDRED THOUSANDS ☐ THREE HUNDRED THOUSANDS ☐ FOUR HUNDRED THOUSANDS ☐ FIVE HUNDRED THOUSANDS ☐ SIX HUNDRED THOUSANDS ☐ SEVEN HUNDRED THOUSANDS ☐ EIGHT HUNDRED THOUSANDS ☐ NINE HUNDRED THOUSANDS ☐ ONE MILLION ☐ TWO MILLION ☐ THREE MILLION ☐ FOUR MILLION ☐ FIVE MILLION ☐ SIX MILLION ☐ SEVEN MILLION ☐ EIGHT MILLION ☐ NINE MILLION ☐ TEN MILLION

☐ 1. The odometer reading stated is in excess of its mechanical limits.
☐ 2. The odometer reading is NOT the actual mileage. **WARNING: ODOMETER DISCREPANCY**

I/WE WARRANT THAT SAID VEHICLE IS FREE OF ALL SECURITY INTERESTS, LIENS OR ENCUMBRANCES EXCEPT AS NOTED:
Transferor's (SELLER'S) Printed Name: _____
Transferor's (SELLER'S) Signature: _____
Date: _____

DEALER (COMPLETE ALL SPACES IN FULL) DO NOT USE RED INK.

I/WE WARRANT THAT SAID VEHICLE IS FREE OF ALL SECURITY INTERESTS, LIENS OR ENCUMBRANCES EXCEPT AS NOTED BELOW.
We also warrant this Title and certify that the vehicle described herein has been transferred to the following:

Purchaser's Legal Name: _____
Purchaser's Address: _____
County of Residence: _____
Dealer's Permanent ID Number and Dealer's Master Tag Number: _____
Unauthorized use may lead to prosecution.
Registered Dealer's Name: _____

*I/we certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

ODOMETER READING: ☐ NO TENTHS ☐ TENTHS ☐ HUNDRETHS ☐ THOUSANDS ☐ FIFTY THOUSANDS ☐ ONE HUNDRED THOUSANDS ☐ TWO HUNDRED THOUSANDS ☐ THREE HUNDRED THOUSANDS ☐ FOUR HUNDRED THOUSANDS ☐ FIVE HUNDRED THOUSANDS ☐ SIX HUNDRED THOUSANDS ☐ SEVEN HUNDRED THOUSANDS ☐ EIGHT HUNDRED THOUSANDS ☐ NINE HUNDRED THOUSANDS ☐ ONE MILLION ☐ TWO MILLION ☐ THREE MILLION ☐ FOUR MILLION ☐ FIVE MILLION ☐ SIX MILLION ☐ SEVEN MILLION ☐ EIGHT MILLION ☐ NINE MILLION ☐ TEN MILLION

☐ 1. The odometer reading stated is in excess of its mechanical limits.
☐ 2. The odometer reading is NOT the actual mileage. **WARNING: ODOMETER DISCREPANCY**

Transferor's (SELLER'S) Printed Name: _____
Transferor's (SELLER'S) Signature: _____
Date: _____

Purchaser's Legal Name: _____
Purchaser's Address: _____
County of Residence: _____
Dealer's Permanent ID Number and Dealer's Master Tag Number: _____
Unauthorized use may lead to prosecution.
Registered Dealer's Name: _____

*I/we certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

ODOMETER READING: ☐ NO TENTHS ☐ TENTHS ☐ HUNDRETHS ☐ THOUSANDS ☐ FIFTY THOUSANDS ☐ ONE HUNDRED THOUSANDS ☐ TWO HUNDRED THOUSANDS ☐ THREE HUNDRED THOUSANDS ☐ FOUR HUNDRED THOUSANDS ☐ FIVE HUNDRED THOUSANDS ☐ SIX HUNDRED THOUSANDS ☐ SEVEN HUNDRED THOUSANDS ☐ EIGHT HUNDRED THOUSANDS ☐ NINE HUNDRED THOUSANDS ☐ ONE MILLION ☐ TWO MILLION ☐ THREE MILLION ☐ FOUR MILLION ☐ FIVE MILLION ☐ SIX MILLION ☐ SEVEN MILLION ☐ EIGHT MILLION ☐ NINE MILLION ☐ TEN MILLION

☐ 1. The odometer reading stated is in excess of its mechanical limits.
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Transferor's (SELLER'S) Printed Name: _____
Transferor's (SELLER'S) Signature: _____
Date: _____

Purchaser's Legal Name: _____
Purchaser's Address: _____
County of Residence: _____
Dealer's Permanent ID Number and Dealer's Master Tag Number: _____
Unauthorized use may lead to prosecution.
Registered Dealer's Name: _____

*I/we certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

ODOMETER READING: ☐ NO TENTHS ☐ TENTHS ☐ HUNDRETHS ☐ THOUSANDS ☐ FIFTY THOUSANDS ☐ ONE HUNDRED THOUSANDS ☐ TWO HUNDRED THOUSANDS ☐ THREE HUNDRED THOUSANDS ☐ FOUR HUNDRED THOUSANDS ☐ FIVE HUNDRED THOUSANDS ☐ SIX HUNDRED THOUSANDS ☐ SEVEN HUNDRED THOUSANDS ☐ EIGHT HUNDRED THOUSANDS ☐ NINE HUNDRED THOUSANDS ☐ ONE MILLION ☐ TWO MILLION ☐ THREE MILLION ☐ FOUR MILLION ☐ FIVE MILLION ☐ SIX MILLION ☐ SEVEN MILLION ☐ EIGHT MILLION ☐ NINE MILLION ☐ TEN MILLION

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☐ 2. The odometer reading is NOT the actual mileage. **WARNING: ODOMETER DISCREPANCY**

Transferor's (SELLER'S) Printed Name: _____
Transferor's (SELLER'S) Signature: _____
Date: _____

Purchaser's Legal Name: _____
Purchaser's Address: _____
County of Residence: _____
Dealer's Permanent ID Number and Dealer's Master Tag Number: _____
Unauthorized use may lead to prosecution.
Registered Dealer's Name: _____

LIEN HOLDER TO BE RECORDED AND SHOWN ON NEW TITLE:
1st LIEN IN FAVOR OF: (Name and Address) _____
Date of Lien: _____

ATTN: DEALERS AND DISTRIBUTORS. Retain a copy of front and back of this document. Retention period: 5 years.

NOTICE: ANY ALTERATION OR ERASURE VOIDS THIS TITLE

REMOVE YOUR TAG FROM THIS VEHICLE WHEN YOU ASSIGN TITLE TO THIS VEHICLE TO A NEW OWNER

TAGS MUST BE TRANSFERRED ON PURCHASED WITHIN 30 DAYS OF THE PURCHASE DATE ON THE OWNER WILL BE SUBJECT TO FINE UP TO \$100 BY LAW ENFORCEMENT FOR VIOLATION OF THIS LAW

REVERSE SIDE OF GEORGIA CERTIFICATE OF TITLE

OVERVIEW INFORMATION (PART A)

JOINT OWNERSHIP

The word “or” is not used to show joint ownership of a motor vehicle in the State of Georgia. When vehicle ownership is transferred, all owners must sign the title application and assignment of title.

Owners may wish to talk with their attorney to determine if a title should be applied for reflecting joint ownership with the following disclosure: “Joint Tenants with Rights of Survivorship”.

This statement should be printed below the owners’ names on the MV-1 title application. When a title is issued with this disclosure (Joint Tenants with Rights of Survivorship), the surviving owner may transfer ownership by merely completing the assignment of title and attaching a copy of the deceased’s death certificate. The new owner should apply for a title in their name at that time.

WHEN TO APPLY FOR CERTIFICATE OF TITLE

An owner should apply **promptly** for a Certificate of Title upon transfer of ownership. Failure to apply for a title within (90) days of the date of purchase/transfer will result in a \$10 penalty being charged. If an application for title is “rejected”, the owner has sixty (60) days from the date of the rejection letter to comply to avoid being charged an additional \$10 penalty. An owner **cannot** purchase a license plate in their name for a vehicle **required to be titled** in this state unless one of the following applies:

The owner already has a Georgia Title in their name; or

The owner makes application for a Georgia Certificate of Title in their name at the time of application for the license plate.

WHERE TO APPLY FOR CERTIFICATE OF TITLE

An owner may apply for a Georgia Certificate of Title **at the tag office** in the county in Georgia of their legal residence or at MVS.

The law also provides additional locations to apply for a title when the application for title is either the result of a dealer sale or as the result of the perfection of a lien or security interest.

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For Dealer Sales (Ref. 40-3-21 of O.C.G.A.) and/or Perfection of a Lien or Security Interest (Ref. 40-3-50 of O.C.G.A.), title applications may be submitted to:

1. The county where the seller is located;
2. The county where the sale took place;
3. The county where the vehicle is delivered;
4. The county where the owner resides; **or**
5. Motor Vehicle Services

FEES

The fee for obtaining an **original** Georgia Certificate of Title is \$18. An owner has ninety (90) days from the purchase/transfer date to apply for a Georgia Certificate of Title to avoid being charged a \$10 penalty. If an application for title is “rejected”, then compliance with the rejection notice must be made within sixty (60) days of the date of the letter to avoid an additional \$10 penalty from being charged. All fees due must be remitted at the time of application.

The fee for obtaining a **replacement** title is \$8.

There is no charge for titles issued in the name of a Federal or State Government Agency or for title applications perfecting a child support lien. State and Federal Agencies are required to pay penalties and special handling fees for failing to apply for certificates of title within 90 days of purchase or transfer.

Payment should be made by check or money order made payable to Department of Motor Vehicle Safety or the County Tag Agent (if applied for at the county).

For titles issued expeditiously through the “walk-in” expedited section at MVS Headquarters, there is an additional \$10 special handling fee. **Please do not remit cash.** Submit a check or money order made payable to the Department of Motor Vehicle Safety for all fees due.

OWNER'S ADDRESS

The residence address (i.e., street address) of the owner must be shown on the application for title. Therefore, this restricts the use of post office box numbers. A post office box number may be used if shown in conjunction with the owner's residence (i.e. street address) address. DO NOT use the address of someone other than the owner (e.g. lien holder, dealer, etc.).

TO WHOM A TITLE IS MAILED/DELIVERED

A Certificate of Title is mailed/delivered to the first recorded lien or security interest holder. If no lien or security interest holder, the title is mailed to the owner.

The owner or lien or security interest holder may request that the title be mailed to someone else. In this case, the owner or lien or security interest holder must submit a properly completed power of attorney form with their application and request that the title when issued be mailed to the appointed attorney-in-fact.

To ensure that the title is mailed to the attorney-in-fact, the taxpayer either needs to complete and affix a mailing label noting the attorney-in-fact's name and address or provide this information to the clerk processing their title application. The "mailing label" should be affixed to the second lien holder address space on the MV-1 title application.

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OUT-OF-STATE RESIDENTS

The State of Georgia does not issue Certificates of title to out-of-state residents. The only exceptions are cases of inheritance or repossession where there is a Georgia Title on record and the current owner must secure a title in this state before titling it in their home state. Also, when the original title has been lost, stolen or mutilated, the record titleholder may apply for a replacement title showing their out-of-state address.

Out-of-state companies may obtain a Georgia Certificate of Title in their name showing their out-of-state address when the vehicle is located in this state; however, the county in Georgia where the vehicle is based must be shown on the application.

Military personnel who are legal residents of Georgia may secure a Georgia Certificate of Title in their name reflecting an out-of-state address. It will be necessary for them to indicate on the title application that Georgia is their state of residence and show the county name in Georgia where they are a legal resident.

A non-resident student who is a resident of any state or Canada is exempt from the requirement of registering/titling his or her motor vehicle in the State of Georgia.

GEORGIA TITLE BRANDS

Flood Damage	Fire Damage
Rebuilt	Special Construction
Salvage	Bonded
Undisclosed Liens	Stolen/Un-recovered
Manufacturer Buyback	Other
	OOS Salvage (out-of-state salvage)
	JTWROS (joint tenants with rights of survivorship)

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VEHICLES REQUIRED TO BE TITLED IN GEORGIA

Motor vehicles, model years 1986 and newer, are **required** to be titled in this state.

A 1963 through a 1985 model year motor vehicle may be titled **if** the owner has a title to support his or her application either issued in their name or properly assigned to him or her without a break in the chain of ownership.

A certificate of title is required for 1963 and newer year model mobile homes and cranes.

VEHICLES **NOT** TITLED IN GEORGIA

A vehicle owned by the United States unless it is registered in this state.

A vehicle owned by a manufacturer of or dealer in vehicles and held for sale, even though incidentally used on the highway or used for purpose of testing or demonstration.

A vehicle owned by a dealer in vehicles but used by any Georgia public or private school for driver education purposes.

A vehicle used by a manufacturer solely for testing.

A vehicle owned by a nonresident of this state and not required by law to be registered in this state except for the following:

- ❑ A vehicle obtained by inheritance or repossession with a Georgia title on record.
- ❑ A vehicle owned by an out-of-state company and the vehicle is based in Georgia, or.
- ❑ A vehicle currently titled in Georgia and the title has been lost, stolen, or mutilated and an application for replacement title is made with the owner's current out-of-state address.

A vehicle regularly engaged in the interstate transportation of persons or property for which a currently effective certificate of title has been issued in another state.

1962 and older year model vehicle

Boat

Boat trailer

Off-road Vehicle (e.g. ATV – All terrain vehicle)

A vehicle other than a mobile home or crane, the model year of which is prior to 1986.

A vehicle moved solely by animal power

A true implement of husbandry

Special Mobile Equipment

A self-propelled wheel chair or invalid tricycle

A homemade trailer

A pole trailer

A moped

A vehicle that is not sold for the purpose of lawful highway use,

Motorbuses used for the transportation of persons by a street railroad or other company engaged in the operation of an urban transit system over fixed routes,

A utility trailer with an un-laden gross weight of 2,000 pounds or less - This does not apply to a travel trailer or camper, regardless of its un-laden gross weight.

Moped

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RELEASE OF LIEN OR SECURITY INTEREST

1. A Georgia lien or security interest holder may complete the space provided on the Certificate of Title or complete form T-4 (lien or security interest release form) to release their interest in a motor vehicle.
2. An out-of-state lien or security interest holder may do the same, use the forms provided by their state, or submit a signed letterhead statement giving a complete description of the vehicle, year model, make of vehicle, and vehicle serial number, as well as the name(s) of the secured parties.
3. A "paid" stamp on a certificate of title or contract is acceptable when dated and signed. The contract must reflect a description of the vehicle, year model, make of vehicle, and serial number, used as collateral. This contract must be signed by the owner(s) of the vehicle. A lien or security interest is not removed from the state's records until a "new" title is issued.
4. A lien release or security interest shall be considered satisfied for the following:
 - A lien or security interest which has been recorded for ten years or more on a Georgia title (10 years from the issue date of title on which such lien or security interest is perfected). **This does not apply to mobile homes, cranes, or vehicles which weigh more than 10,000 pounds gross vehicle weight.**

If any security interest or lien listed on a certificate of title is satisfied, the holder shall, within ten (10) days after satisfaction, execute the release on the title or form T-4 and mail or deliver title or release to the owner. The lien or security interest will not be removed from the state's records until a new title is applied for and issued.

In order to provide the **continuous perfection of a lien or security interest originally entered into for a period of more than ten (10) years**, the lien or security interest holder must do the following:

- Submit an application for another title to the county tag agent or MVS on which the lien or security interest is listed **before** ten years from the date of the original title on which such lien or security interest was listed.

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PHOTOCOPIES OF DOCUMENTS

Original documents must be submitted with an application for Georgia Certificate of Title. Photocopies are not acceptable. The exceptions are as follows:

- Photocopy of certified copy of Probated Will;
- Photocopy of certified copy of Letters of Testamentary;
- Photocopy of certified copy of Year's Support;
- Photocopy of certified copy of Death Certificate;
- Photocopy of certified copy of Marriage Certificate;
- Photocopy of "general" Power of Attorney;
- Photocopy of contract;
- Photocopy of Federal Department of Transportation confirmation that a vehicle complies with all federal safety requirements (i.e. imported vehicle).

The accepted photocopies must be legible for microfilming, as they will eventually be destroyed. Documents will not be returned once they have been accepted for the issuance of a Certificate of Title.

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CORRECTIONS TO TITLE DOCUMENTS

Alterations or corrections on the face of a certificate of title or manufacturer's statement of origin (except when corrected by the issuing agency) are unacceptable. When there are alterations or corrections on the face of the Certificate of Title or Manufacturer's Statement of Origin, a new title or statement of origin must be obtained from the issuing agency.

Errors in recording information on the assignments of a title or manufacturer's statement of origin should be corrected in the following manner. The incorrect information should be lightly lined through ensuring that the incorrect information is still readable and the correct information should be entered above. The person required to complete the assignment where the correction was made must complete Form T-11 (Affidavit of Correction) explaining why the correction was made.

Note: Form T-11 (Affidavit of Correction) cannot be used to correct an incorrectly recorded lien or security interest holder, odometer reading or purchase date. When a lien or security interest holder is recorded in error, a T-4 (lien release) form must be obtained from the recorded lien or security interest holder. The use of correction fluid; erasures; or the total blocking out of information on a title or statement of origin is unacceptable. In this case, duplicate documents must be obtained.

There is an exception to this rule. When a person decides not to purchase a vehicle, then all information about that transaction (**excluding** incorrectly recorded lien information where a lien release is required) should be lightly lined through. When the vehicle is resold, then the new owner information should be entered above the lined through information. In this case, the odometer reading should either stay the same or increase in number and the purchase date should remain the same or be a later date. Form T-11 (Affidavit of Correction) must be completed by the seller/transferor explaining why the correction was made (e.g. buyer decided not to purchase vehicle, etc.).

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ODOMETER REQUIREMENTS

The Federal Truth in Mileage Act requires the odometer reading be entered by the seller/transferor at the time of sale or transfer of ownership on a “secure” transfer document (e.g. Certificate of Title; Statement of Origin, Dealer Reassignment Document, or “Secure” Power of Attorney). The seller/transferor must also indicate that the odometer reading either reflects the total actual mileage (if space provided), odometer reading exceeds the mechanical limits of the odometer, or the odometer reading is not the actual mileage (Odometer Discrepancy). The seller must also print their name above their signature. The purchaser(s)/transferee(s) must also sign and print their name to the assignment where the odometer declaration was made acknowledging it. If the seller/transferor or purchaser/transferee is a company, then the company name must also be printed above the authorized signature on both the odometer declaration section and the acknowledgment section.

The Federal Truth in Mileage Act restricts the use of a power of attorney between the seller and buyer for the purpose of making the odometer declaration and the acknowledgement of the declaration. It does however allow for the use of a “secure” power of attorney between the buyer and seller when the title is not available at the time of transfer for one of the following two (2) situations:

- ❑ The title is held by the lien or security interest holder
- ❑ The title is lost.

In the above cases, the seller(s)/transferor(s) should complete a “secure” power of attorney (Form T-8S) that is available from one of the following dealer associations in this state:

Georgia Automobile Dealers Association (G.A.D.A.)
(New Car Dealer Association)
2255 Cumberland Parkway, Bldg. 900
Atlanta, Georgia 30339
Telephone Number: (404) 432-1658

Georgia Independent Automobile Dealers Association (G.I.A.D.A.)
(Used Car Dealer Association)
6903-A Oakridge Commerce Way, SW
Austell, GA 30168
Telephone Number: (770) 745-9650

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ODOMETER DISCREPANCY

If an error is made or a discrepancy is noted between the mileage recorded on the title application and the transfer documents, the documents will be rejected. Odometer readings throughout the chain-of-ownership should remain the same or increase in number. Before we can issue a title for a vehicle where there is an odometer discrepancy, the applicant must:

1. Obtain new documents without a discrepancy. (We cannot accept documents containing alterations, strikeovers, erasures or correction fluid/tape.)
2. If the odometer reading was recorded incorrectly on the supporting document, an Odometer Discrepancy Affidavit (Form T-107) should be completed. The top portion of this form should be completed by the seller/transferor and the bottom portion by the purchaser/transferee. Form T-107 must be completed by all owners involved in the chain-of-ownership since the discrepancy occurred. An attorney-in-fact (someone appointed by a power of attorney to sign for the owner) cannot complete this affidavit.

NOTE: Form T-107 cannot be used if the odometer declaration reflects an erasure or the use of correction fluid, new documents must be obtained. Form T-107 cannot be used to correct the mileage on the Title Application (MV-1). If the Title Application (MV-1) is incorrect, a new Title Application (MV-1) must be completed.

3. If the owner cannot obtain new documents, the only alternative is to secure a title on the basis of a Surety Bond. A Surety Bond can only be used to obtain a title for a vehicle that is required to be titled in this state. Refer to the Section entitled "Vehicles Required to Be Titled" for additional information.

EXEMPTED VEHICLES

The following vehicles are exempt from odometer declarations:

- A vehicle having a gross weight rating of more than 16,000 pounds
- A vehicle which is not self-propelled
- A vehicle that is ten (10) years old or older (e.g. Current calendar year minus 10)
- A vehicle sold directly by the manufacturer to any agency of the United States government in conformity with contractual specifications and,
- A transferor (seller) of a "new" vehicle prior to its first transfer for purposes other than resale need not disclose the vehicle's odometer reading.

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MANUFACTURER'S STATEMENT OF ORIGIN (MSO)

To apply for a Certificate of Title for a “new” vehicle never titled in any state or jurisdiction, the following documents must be submitted to the county tag agent or to MVS :

1. MV-1 title application in the purchasing party's name(s);
2. Original valid Manufacturer's Statement of Origin properly assigned to the applicant(s) showing a complete and correct chain of ownership; and
3. Check or Money Order for the total fees due payable to the tag agent or DMVS.

The selling dealer must enter their signature and current Customer ID number or Master Dealer Tag Number on the assignment of the Manufacturer's Statement of Origin in the spaces provided. The 12 digit Dealer Customer ID is required on the application if not shown in the title assignment.

Every Georgia owner of the vehicle, other than a licensed **franchised** dealer (dealer licensed to sell “new” motor vehicles), must obtain a title in their name before transferring. If a statement of origin is assigned to a “used” motor vehicle dealer, then that used car dealer must secure a title in their name before transfer.

All liens noted on the assignments must either be released or shown on the MV-1 title application.

New vehicles are vehicles purchased “new” from a dealer or directly from the manufacturer, having no previous owners other than the dealer(s) since it was manufactured. As long as ownership of the vehicle remains the same since purchased new, the title, once issued, will always reflect the vehicle as "new".

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NEW VEHICLES PURCHASED IN A FOREIGN COUNTRY

To apply for a Certificate of Title for a “new” vehicle purchased in a foreign country, the following documents and fees should be submitted to the applicable County Tag Agent or to MVS:

1. An MV-1 title application must be typed in full, electronically completed and printed or legibly hand printed and signed by the owner(s). When the owner is a company, the company's name must be printed above the authorized signature and the authorized person must show their position with the company.
2. A Manufacturer's Statement of Origin issued by the manufacturer, properly assigned to the applicant, or the valid foreign registration certificate issued by the country where the vehicle was last registered in the current owner's name must be submitted. For the vehicle to be titled as "new", the Foreign Registration Certificate must be issued in the current owner's name shown on the Georgia title application. All recorded lien(s) must be shown on the MV-1 title application or properly released.
3. Form T-22B (Certification of Inspection completed by a Georgia law enforcement officer or the Tax Commissioner in the county after a visual inspection of the serial plate) must accompany a foreign registration certificate if there is no Manufacturer's Statement of Origin.
4. Proof that the vehicle complies with all U.S. federal safety standards must be submitted from the U.S. Department of Transportation (DOT). A letter from the converter who performed the work on the vehicle is not acceptable.
5. A check or money order for the total fees due (\$18.00 title fee plus any title penalties which may be due for late application for title). If the title is not applied for within ninety (90) days of the date that the DOT certification was issued, a \$10.00 penalty fee is due.

The State of Georgia will not issue a title based on a registration certificate from a foreign country for vehicles older than a 1986 year model. Except for mobile/manufactured homes, the State of Georgia requires a title for most 1986 and later year model vehicles.

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TRANSFER OF GEORGIA TITLE

To apply for a title for a vehicle currently titled in Georgia the following documents and fees should be submitted to the applicable county tag office or MVS:

1. MV-1 title application in the purchasing party's name(s);
2. Original valid Georgia Certificate of Title properly assigned to the applicant(s) showing a complete and correct chain of ownership; and
3. A check or money order for the total fees due payable to the Office of the Tax Commissioner or DMVS (Department of Motor Vehicle Safety).

If the vehicle was sold to the applicant by a licensed dealer, the dealer must enter their signature and current customer ID number or Master Dealer Tag Number on the title application or in the title assignment.

Every vehicle owner, other than a licensed dealer, must obtain a title in his or her name before transferring.

Completing the Title Assignment

When the owner is selling/transferring the ownership of the vehicle, he or she should complete the first assignment on the title to the purchaser/transferee. This requires the entry of the purchaser's/transferee's name and address; date of sale/transfer; odometer reading when required (check appropriate block **only** when the odometer reading does not reflect the **actual mileage**) or the odometer reading is in excess of the odometer's mechanical limits.

- The seller(s)/transferor(s) must then print their name and sign their name to the assignment. The printed name(s) and signature(s) should agree with the name(s) as they appear on the face of the title.
- For vehicles requiring an odometer reading declaration, the purchaser/transferee should acknowledge the odometer declaration made by the seller/transferor by printing and signing their name to the assignment in the spaces provided.
- A licensed dealer is the only one who is allowed to transfer ownership utilizing the assignments/dealer reassignment forms without first having to obtain a title in the licensed dealer's name.

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Security Interest/Lien Released and Properly Recorded

- All liens noted on the face of the title or in the assignments against the previous owner must be released even if the lien(s) were recorded in error. All liens noted on the face of the title or against the current owner(s) in the title assignments must either be released or shown on the MV-1 title application.

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TRANSEFER OF OUT-OF-STATE TITLE

To apply for a Georgia title for a vehicle previously titled in another State, the following documents and fees must be submitted to the applicable county Tax Commissioner or to MVS:

1. MV-1 title application in the owner(s)' name(s).
2. Original valid out-of-state title in the applicant's name(s) or properly assigned to the applicant(s).
3. Check or money order for the total fees due made payable to the Tag Agent or Department of Motor Vehicle Safety.
4. Secure Dealer Reassignment forms to complete the chain of ownership when needed when the vehicle's ownership was transferred from a dealer.

When the owner is selling/transferring the ownership of the vehicle, he or she should complete the first assignment on the title to the purchaser/transferee.

This requires the entry of the following information:

1. Purchaser's/transferee's name and address
2. Date of sale/transfer
3. Odometer reading when required
4. Odometer reading box. Read the statements carefully before checking any box. There may be two boxes or there may be three boxes.
5. The seller(s)/transferor(s) must then print their name(s) and sign their name(s) to the assignment. Their printed name(s) and signature(s) must agree with their name(s) as they appear on the face of the title.
6. For vehicles where an odometer reading is required, the purchaser(s)/transferee(s) should acknowledge the odometer declaration made by the seller(s)/transferor(s) by printing and signing their name(s) to the assignment in the spaces provided. If there is more than one (1) purchaser, only one of the purchasers must acknowledge the odometer declaration.

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Important: Every owner, other than a **licensed dealer**, is required to obtain a title in his or her name before transferring ownership. A licensed dealer is the only one who is allowed to transfer ownership utilizing the assignments/dealer reassignment forms without first having to obtain a title in their name.

All liens and security interests noted on the face of the title or on the assignments of title against the **previous** owner(s) must be released. Any noted liens or security interests against the **current** owner(s) must be either released or the lien or security interest information must be shown on the MV-1 title application.

Note: If the out-of-state title was issued with a “Salvage”, “Rebuilt”, “Reconstructed” or similar brand/legend, then the vehicle must pass Motor Vehicle Services Inspection prior to the issuance of a license plate or title.

To request a Motor Vehicle Services Inspection, the applicant should complete Form T-22R (Request for MVS Inspection) and submit it to the following address along with the documents and a **certified** check or money order for the total fees due. The **certified** check or money order should be made payable to the Department of Motor Vehicle Safety (i.e.). \$18 Title fee; any title penalties that may be due; and the \$50 Inspection Fee):

Attention: Salvage Office

Motor Vehicle Services

Post Office Box 740384

Atlanta, Georgia 30374-0384

If an MVS inspection is required, the applicant may wish to transport the vehicle to one of the privately operated inspection stations. This will help speed the process. The applicant can contact the county tag office or MVS at (404) 362-6500 for the location and hours of operation of these inspection stations. The location and telephone numbers of approved inspection stations are in this manual. The applicant can also contact a station for information.

REPLACEMENT GEORGIA TITLE

A Replacement Georgia Certificate of Title may be obtained if the “original” Georgia Certificate of Title has been lost, stolen, or mutilated. If the owner cannot find their original title, they should first check with their bank, credit union or lien holder who may have been listed on the title as having a security interest in the vehicle. Georgia law requires Motor Vehicle Services to mail the title on which a lien holder is shown to the lien holder rather than to the owner. When the note or lien has been paid, the lien holder releases the lien in the space provided on the face of the title and forwards it to the owner. The lien is not removed on the state’s records until a “new” title is applied for and issued.

A Replacement Georgia Certificate of Title may be obtained by submitting the following to Motor Vehicle Services or the owner’s county tag office:

1. An MV-1 Application for title completed in the **same** name(s) as the original title which has been lost, stolen or mutilated. The application must either be typed or computer printed and signed by the owner(s). **The current odometer reading is required on all replacement title applications when an odometer declaration is required.** If there is more than one owner, each must sign their own name individually. The appropriate box at the top left-hand corner of the application must be checked indicating that the application is an application for a replacement title.
2. A T-4 Lien Release form from any lien holder shown on the original certificate of title which has been satisfied. If the lien is satisfied, the lien information should be omitted from the MV-1 title application. Any “new” or unsatisfied lien or security interest information must be shown on the MV-1 title application in the spaces provided.
3. The application fee for a replacement title (lost/stolen) is \$8.00. If the title is to be issued on an “expedited” basis, the processing fee will be \$18 (\$8 application fee plus \$10 special handling fee).

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NOTES:

1. The completed and signed application and lien release (if applicable) should be hand delivered or mailed to the appropriate county tag office or MVS.
2. Motor Vehicle Services mails titles to the applicant or lien holder by "regular" mail only.
3. If the title is to be mailed to a person appointed as the attorney-in-fact under the authority of a power of attorney, then one of the following actions need to be taken:
 - This information needs to be given to the clerk completing the application OR
 - Self-adhesive mailing label should be affixed to the MV-1 application in the area of the application reserved for the second (2nd) security interest holder. The mailing label should be typed as follows:

Mail to:

Name: Attorney-in-fact's name
Address: Attorney-in-fact's address
City: Attorney-in-fact's city
State: 2 character abbreviation for attorney-in-fact's state
Zip Code: Zip code of attorney-in-fact

4. When submitting title documents (by mail) to be processed expeditiously, you must clearly indicate on the outside of the envelope:

Attention: **EXPEDITED PROCESSING**

5. A replacement title may be issued in a person's married name even though the original title was issued in the applicant's maiden name. For the replacement to be issued in the person's married name, the MV-1 application should be completed in the married name (i.e. original title issued to Jane Smith; married name Jones; application for Replacement Title should be typed and signed Jane Smith Jones or Jane S. Jones). A copy of the person's official marriage certificate must accompany the documents and fee.

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6. A Replacement Certificate of title for a lost or stolen title will be issued with the following legend known as the “long” replacement legend:

“THIS IS A REPLACEMENT CERTIFICATE AND MAY BE SUBJECT TO THE RIGHTS OF A PERSON UNDER THE ORIGINAL CERTIFICATE.”

If the original title has been invalidated by improper assignments, and is submitted with an application for a replacement title and title fee of \$18.00, the replacement title will be issued with the following legend known as the “short” replacement legend: “REPLACEMENT TITLE”.

REPLACEMENT LEGEND (REMOVED)

If a Replacement Certificate of Title has been issued six (6) months in the owner’s name without the ownership being challenged, the owner may have the “long” replacement legend removed by submitting the following documents to the county tag office or to MVS. The title, when issued, will not reflect the “long” legend on the Title; however, it will reflect “REPLACEMENT TITLE”.

1. An MV-1 title application must be completed in detail in the owner’s name(s) shown on the face of the title. This application must be typed in full or computer printed and signed by the owner(s).
2. The current Georgia Certificate of title must be submitted.
3. Any lien or security interest shown on the current title must be shown on the title application or it must be properly released on the Georgia Title in the spaces provided.
4. A signed letter from the owner(s) requesting that the replacement legend be removed must be submitted.
5. A check or money order for the \$18 title fee made payable to the tag agent or Department of Motor Vehicle Safety must be remitted.

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DEFINITIONS

The Following Definitions are provided to aid users of this manual in understanding the terms generally used in the Georgia titling process. These definitions were taken wholly or in part from the Georgia Title Code (OCGA 40-1-1.).

CONFORMING TITLE

A title that adheres to the Federal Truth in Mileage Act by requiring declaration of mileage by seller/transferor on a “secure” document (documents printed with certain security features which deter counterfeiting and make most alterations visible to the naked eye), acknowledgment by the purchaser/ transferee, signature(s), and printed name(s). Conforming titles will have such language printed on the title, usually near the odometer declaration assignment. A conforming title also shows the odometer reading and the status of the odometer (e.g. mileage exceeds the mechanical limits of the odometer; odometer does not reflect the actual mileage, etc.) on the face of the title. A Georgia conforming title will have a revision date of 3/88 or later.

DEALER

A person engaged in the business of buying, selling, or exchanging vehicles who has an established place of business in this state and who is properly licensed by the Secretary of State, Used Car Board or who has a franchise from an automobile manufacturer.

FEDERAL TRUTH IN MILEAGE ACT

The Federal Truth in Mileage Act is a federal law that requires that the odometer reading of a non-exempt vehicle, at the time of ownership transfer, be declared by the seller/transferor and acknowledged by the purchaser/transferee on a document printed with security features. It requires the seller/transferor to indicate when the odometer reading does not reflect the actual mileage by checking the applicable box. Both parties must sign the transfer document and print their name(s). If a company, the company name must also be printed above the authorized signature.

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IMPLEMENT OF HUSBANDRY

A vehicle designed and adapted exclusively for agricultural, horticultural, and/or livestock raising operations, or for lifting or carrying an implement of Husbandry and in either case not subject to registration if used upon highways.

LIEN

Any lien created by operation of law and not by contract or agreement with respect to a vehicle, and all liens for taxes due the United States of America, constructive notice of which is given by filing notice thereof in the office designated by state law.

LIENHOLDER

A person/company holding a lien created by operation of law on a motor vehicle.

MANUFACTURER

A person or company engaged in the manufacture of vehicles and has an established place of business.

MANUFACTURER'S STATEMENT OF ORIGIN

A manufacturer's statement of origin is a document issued by the manufacturer of the vehicle. It includes a description of the vehicle (i.e. Year model, make of vehicle, model name and/ or number, weight, etc.) and spaces for assignment on the face to the selling dealer and additional spaces on the reverse side for additional assignments. Statements of origin for motor vehicles should be printed with a "secure" process to deter counterfeiting. This document is often referred to as the vehicle's birth certificate.

MOPED

A motor-driven cycle equipped with two to three wheels, foot pedals to permit muscular propulsion, and an independent power source providing a maximum of two brake horsepower. (Georgia does not issue a tag or title on Mopeds.)

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MOTOR HOME

Motor vehicles designed, used, or maintained primarily as a mobile dwelling.

MOTOR VEHICLE

Vehicles that are self-propelled.

MOTORCYCLE/SCOOTERS

Motor vehicles having a seat or saddle for the use of the rider and designed to travel on not more than three wheels in contact with the ground, but excluding a tractor and moped.

MSO

Abbreviation for Manufacturer's Statement of Origin, also known as, Manufacturer's Certificate of Origin (MCO). MSO or MCO is a document issued by the manufacturer certifying the vehicle's origin. See the definition of Manufacturer's Statement of Origin.

PENALTIES

An owner has ninety (90) days from the purchase or transfer date to apply for a Georgia title. Failure to do so will result in a \$10.00 penalty fee being assessed. If documents are not in order and have to be rejected, they must be returned to Motor Vehicle Services or the County Tag Agent within sixty (60) days of the rejection notice or an additional \$10.00 penalty fee will be assessed.

A \$10.00 Penalty fee may be assessed when a purchase date has been changed or altered on supporting documents. To validate the purchase date, the owner may provide a copy of the canceled check (front and back) from the buyer to the seller. However, if it is determined that an application for title was not made within ninety (90) days of purchase, a \$10.00 penalty fee will still be assessed.

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POWER OF ATTORNEY (P.O.A.)

Vehicle owners may designate someone to transact business on their behalf, by completing a power of attorney. A Power of Attorney form must be properly completed and executed. If a Power of Attorney is to be used to make application in owner's name and then transfer ownership, the owner should complete two original Power of Attorney forms. One Power of Attorney form should be used when making application on behalf of the owner. The other Power of Attorney should be retained until the title is received so that it may be used for the subsequent title transfer. Photocopies of a Power of Attorney form are not acceptable with the exception of a general Power of Attorney. A "limited" T-8 Power of Attorney may not always be used to transfer ownership. Refer to the definition of "Secure" Power of Attorney for additional information regarding this subject.

SECURE POWER OF ATTORNEY (FORM T-8S)

This document is printed with certain security features that deter or detect counterfeiting and/or unauthorized reproduction and should allow any alterations to be visible to the naked eye. A Secure Power of Attorney is used when the buyer/transferee is named as the attorney-in-fact and the original certificate of title has been lost or the original title is being held by a lending institution at the time of sale. These Secure Power of Attorney forms may be purchased from one of the following authorized dealer associations:

Georgia Automobile Dealers Association (G.A.D.A.)
(New Car Dealer Association)
2255 Cumberland Parkway, Building 900
Atlanta, GA 30339
Telephone Number: (770) 432-1658

Georgia Independent Automobile Dealers Association (G.I.A.D.A.)
(Used Car Dealer Association)
6903-A Oak Ridge Commerce Way SW
Austell, GA 30168
Telephone Number: (770) 745-9650

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SUPPORTING DOCUMENTS

Supporting documents consist of those documents that support and substantiate the information reflected on the application for title. They include such documents as a title, statement of origin, bills-of-sale, lien releases, affidavits, powers-of-attorney, etc.

SPECIAL MOBILE EQUIPMENT (SME)

“Special mobile equipment” means every vehicle not designed or used primarily for the transportation of persons or property and only incidentally operated or moved over a highway, including but not limited to: ditch-digging apparatus, well-boring apparatus, and road construction and maintenance machinery such as asphalt spreaders, bituminous mixers, bucket loaders, tractors other than truck tractors, ditchers, leveling graders, finishing machines, motor graders, road rollers, scarifiers, earth-moving carryalls and scrapers, power shovels and drag lines, and self-propelled cranes and earth-moving equipment. The term does not include house trailers, dump trucks, truck mounted transit mixers, cranes or shovels, or other vehicles designed for the transportation of persons or property to which machinery has been attached.

TOTAL ACTUAL MILEAGE (ODOMETER):

An odometer is a device on a motor vehicle that measures the distance traveled. The odometer reading, as of date of sale or transfer, must be entered in the space provided on the title application as well as the transfer document(s). If the vehicle has mileage in excess of the mechanical limits of the odometer, check the box: "Exceeds Mechanical Limits of Odometer." If the odometer reading is **NOT** the actual mileage, check the box: "Not the Actual Mileage, Warning Odometer Discrepancy." If the odometer reading reflected on the title application or the assignment of a Georgia Title is the actual mileage, do not check either box. Some other states require you to check a box when the odometer reading is the actual mileage, but this is not the case in Georgia. Refer to odometer requirements for a list of vehicles not subject to the odometer requirements.

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TRAILER

Every vehicle with or without motor power (other than a pole trailer), designed for carrying persons or property and for being drawn by a motor vehicle and so constructed that no part of its weight rests upon the towing vehicle.

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CUSTOMER SERVICE OPERATIONS

The Customer Service Operations of Motor Vehicle Services is a same day Customer Service Operation and was created for the sole purpose of expediting various Motor Vehicle transactions, i.e., Certificates of Title. Other means for applying for a title are the MVS Drop-off box located in the lobby at MVS. Applications placed in this box after 2 pm are considered received the next business day. There is no additional \$10.00 special handling fee required for title applications placed in this Drop-off Box. Another way to apply for a title is to mail or hand deliver your application to the appropriate County Tag Office or to Motor Vehicle Services. The walk-in Customer Service Operations of Motor Vehicle Services is located at 1200 Tradeport Boulevard, Hapeville, Georgia. An additional \$10.00 special handling fee is charged for each title application submitted through the Customer Service Operations Unit for processing. This office is generally open to the public from 8:00 a.m. to 4:30 p.m. Monday through Friday (excluding holidays).

Processing of the following types of transactions will be completed by MVS :

- Applications supported by a Certificate of Title Bond
- Applications supported by a Court Order
- Applications perfecting a judgment, tax, or child support lien
- Applications requesting a replacement serial plate
- Applications for a Salvage Title
- Applications for a Rebuilt Title

NOTE:

All types of transactions require clearance from the National Crime Information Center (NCIC) prior to title issuance. If NCIC clearance is not received, a title cannot be issued.

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SPECIAL HANDLING FEES

For emergency/unusual situations, applicants may visit Motor Vehicle Services Walk-in Customer Service Operations located at 1200 Tradeport Blvd., Hapeville, Georgia, for special handling of title transactions. The applicant must pay an additional \$10.00 fee for this special handling. It may be unnecessary for you to visit MVS thus saving the \$10 special handling fee.

NOTE:

When submitting title documents (by mail), to be processed expeditiously, you must clearly indicate on the outside of the envelope:

Attn: Expedited processing (There is a \$10.00 Special Handling Fee.)

IDENTIFICATION FOR RELEASE OF TITLE

All customers must have a valid picture I.D. in order to pick up a title or documents returned for additional requirements. Acceptable identification includes:

1. Valid Georgia driver's license
2. Valid out-of-state driver's license for replacement titles
3. Military I.D.
4. Passport

POWER OF ATTORNEY (APPOINTED)

A Company may appoint someone to sign title applications or pick up titles on behalf of the company by submitting two (2) original FormT-19 (Affidavit for an Owner to sign for a Company, Corporation, or partnership), or Form T-19A (Affidavit to pick up a title for a Company, Corporation, or Partnership) to;

Attention: Title Processing
Motor Vehicle Services
Post Office Box 740381
Atlanta, GA 30374-0381

Motor Vehicle Services will return one of the two original powers of attorney to the submitter. The attorney-in-fact must submit a legible copy of this power of attorney stamped showing that the original is on file with Motor Vehicle Services with each transaction where they are acting as attorney-in-fact for the company.

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TITLE APPLICATION & INSTRUCTIONS

The Georgia Title Application (Form MV-1 or MV-1Z) is required for a Georgia Certificate of Title. It must always be completed in detail without changes, including pen/ink changes, strikeovers, or the use of correction fluid/tape. All title applications must be typed or computer printed with all required data entered legibly in the spaces provided. Full and accurate completion of the title application is important and helps ensure smooth and more efficient title processing without added delays.

The application has been revised to allow for additional information for more efficient processing of tag and title transactions. The person performing a tag or title service may eliminate unnecessary keystrokes by entering the owner's Georgia driver license number. The application also allows for the title to be processed for leased vehicles with the leasing company's name and address and for the lessee's name and address to be captured at the time the license plate is issued.

INSTRUCTIONS FOR COMPLETING THE TITLE APPLICATION

A completed MV-1 title application is required to apply for a Georgia Certificate of Title. This application must be completed in detail in the owner's name(s). All applicable spaces on this application must be completed. This application must be typed, computer printed or legibly hand printed. All owners must sign this application individually. If an attorney-in-fact is signing the application for the owner, then the attorney-in-fact should sign their name as well as the owner's name on the application (e.g. John Doe by Mary Smith, attorney-in-fact).

If the application is in the name of a company, an authorized representative of the company must sign the application. The company name should be shown above the authorized signature and the person signing the application for the company should show their position with the company beside their name (e.g. President, Vice-President, Secretary, Owner, etc.).

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The MV-1 form is a single-part form; the MV-1Z form is a multi-part form. Throughout this manual we will not be referring to the title application by a form number but as a “title application”. An MV-1S is an application to apply for a “Salvage” Title.

MAKE OF VEHICLE	The manufacturer's name of the vehicle: For example: Chevrolet, Chrysler, Ford, Toyota, etc.
YEAR MODEL	The year model assigned by the manufacturer. A year model, (1999, 1988, etc.) is the year the vehicle was manufactured.
BODY TYPE	The type of body of the vehicle. (e.g. 2-Dr, Van, Pickup, etc.)
MODEL	Model name or model number. For example: Accord, F-150, Cavalier, Mustang, etc.
PURCHASE DATE	The date of purchase or transfer must be fully recorded using Month, Day and Year (12/01/2000). The purchase date should agree with the purchase date shown on the supporting document or the title of record (when applying for a replacement title). Note: A \$10.00 penalty fee will be assessed for failure to apply for a title within 90 days of purchase or transfer date.
CYLINDERS	The number of cylinders. For example: 4,6,8, R (Rotary), etc.
FUEL TYPE	The type fuel used. For example: “G” for gasoline, “D” for diesel and “P” for propane, “E” for Electric
NEW/USED	The status of the vehicle. (e.g. New or Used) Enter an “N” for new or “U” for used. A vehicle is considered “new” when it has never been the subject of a sale at retail to the general public.

MOTOR VEHICLE MANUAL

CURRENT TITLE/STATE	The title number and the abbreviation of the state of issue. When applying for a replacement title, please enter the title number of the lost, stolen, or mutilated title. If the vehicle is “new” and the application is supported by a manufacturer’s statement of origin, enter “MSO”. Important: Enter the current title number rather than the previous title number shown on supporting title.
ODOMETER READING	Enter the odometer reading at the time of sale/transfer to the applicant. Do not include tenths of a mile. If the odometer reading does not reflect the actual mileage, check the appropriate box indicating why it does <u>not</u> reflect the actual mileage (“Mileage Exceeds Mechanical Limits of Odometer.” OR “Not the Actual Mileage, Warning Odometer Discrepancy.”) Important: If the odometer reading reflected <u>is</u> the actual mileage, <u>do not</u> check either box. This information should agree with the information shown on the supporting documents. As a general rule, odometer readings throughout the chain of ownership should increase in number. For applications for replacement title, Georgia law requires that the odometer reading at the time of application be shown on the application. For vehicles “exempt” from the odometer declaration, please enter the word “exempt”. Refer to section entitled Odometer Mileage Reading for a list of vehicles where the odometer reading is not required.
OWNER(S) DRIVER’S LICENSE NUMBER	Show all owner(s) Georgia driver’s license numbers in order for the legal names to appear on the title.

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OWNER(S)' NAME(S)	Enter the owner(s)' legal name(s) as they appear on the supporting title/statement of origin. If an application for a replacement title, enter the owner(s)' name(s) as shown on the lost, stolen, or mutilated title. If the owner's name has changed due to marriage, refer to the section in this manual pertaining to this subject. Effective for applications submitted after 9/6/99, enter name as follows: first name, middle name or initial and last name (e.g. John E. Doe, Sr.)
OWNERS' NAMES FOR JOINTLY OWNED VEHICLES	<p>Show joint owners as follows: (1)George E. Motorist & (2)Mary Jean Motorist</p> <p><u>NOTE:</u> The word "or" will not be updated to show joint ownership of a motor vehicle in this state. The word "and" will not be used to process a Certificate of Title for a vehicle jointly owned. Both (1) owner and (2) owner must sign their complete individual signatures.</p>
OWNERS' NAMES FOR A LEASED VEHICLE	<p>Note: The lessee is not the owner of the vehicle for title. For title only transactions, show only the name and address of the leasing company. The lessee's name and address will be captured at the time of registration of the vehicle.</p> <p>Show owners' names as shown in this example: Ford Motor Credit Corporation (Lessor) 129 North Street Wilmington, Delaware 59929</p>
ADDRESS OF OWNER(S)	Owner(s) complete street address must be shown including street number, name, route number and box number. Post office boxes may be reflected as a mailing address (only), but <u>only in conjunction</u> with a full street address. Applications reflecting a P.O. Box only will be rejected.

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COUNTY NUMBER	The numeric county code of the county in which the applicant resides must be typed in the space designated "County Number". A listing of the county numbers is shown at the end of this manual.
SIGNATURE(S)	<p>All Title applications must be signed. If joint owners are reflected on the title application, each owner must sign their own signature, using same name as typed. If the owner is a company, the company's name must be typed or printed above the signature. The person signing for the company should enter their title with the company beside their signature (e.g. Owner, president, vice-president, secretary, etc.).</p> <p>If a person having Power of Attorney (P.O.A.) is signing, the appointed attorney-in-fact must sign their name, placing "P.O.A." or "attorney-in-fact" beside their signature. An authorized Power Of Attorney form must be attached to the Title Application .</p>
NAME AND ADDRESS OF PARTY FROM WHOM PURCHASED	The name and address of the party from whom the vehicle was purchased, or transferred (the seller or transferor) should be shown.
SELLING PARTY'S DEALER CUSTOMER ID OR Master Dealer Tag Number	The MVS assigned permanent Customer ID Number for the selling Georgia dealer and a Master Dealer Tag number. One of the numbers should be entered. If sold by someone other than a licensed dealer, then this number is not needed. MVS issues a Customer ID Number or Master Dealer Tag number to all licensed dealers in this state.
NAME(S) & ADDRESS OF LIEN OR SECURITY INTEREST HOLDER	The name and address of all Liens and Security Interest Holders must be shown in the applicable spaces on the title application. If this information is shown on the supporting document(s), then the name and address on the application must agree. Record the total number of liens or security interest holders in space provided under lien holder information.

MOTOR VEHICLE MANUAL

The name(s) of all owner(s) must be reflected exactly as shown on the front of the transfer document (Previous title, MSO) or in the title assignment when transferring ownership on the reverse side of the title. If an incorrectly recorded lien is shown, then a T-4 (lien release) form must be completed by an authorized representative of the incorrectly recorded lien holder. The Certificate of Title will be printed, using the exact name as shown on the title application.

CHECK OR MONEY ORDER

A check or money order must be submitted together with the title application and supporting documents made payable to the tag agent or Department of Motor Vehicle Safety. DO NOT REMIT CASH! The check or money order must be in the amount of the "total fees due". The fee for an original title is \$18. If the owner has failed to apply for a title within ninety (90) days of the purchase/transfer date, then an additional \$10 title penalty should be included in the check or money order. If the owner's application for title was "rejected" and they failed to comply with the "rejection" letter within 60 days, then an additional \$10 title penalty should be included in the check or money order. The fee for a replacement title is \$8. There is no charge for a title to be issued in the name of a Federal or State government agency.

MOTOR VEHICLE MANUAL

MECHANIC'S LIEN

When applying for a Georgia Certificate of Title to reflect a mechanic's lien, the following forms must be completed and forwarded to Motor Vehicle Services, Post Office Box 740381, Atlanta, Georgia 30374-0381.

1. Title Application

Completed in detail in the titleholder's name(s). The application must be typed or computer printed in full and signed by the mechanic or mechanic's attorney.

2. Processing Fee

\$18.00 (check or money order made payable to Department of Motor Vehicle Safety).

3. Certificate of Title Notice (Form T-53A)

- i. Completed by the mechanic or his attorney. The completed title application, Form T-53A, and processing fee must be sent "Registered Mail, Return Receipt Requested" to the titleholder. If the person holding the title is someone other than the owner, i.e., lienholder, a copy of the T-53A form must be forwarded to the owner "Registered Mail, Return Receipt Requested" notifying him or her of the action taken. If these forms are hand-carried to the titleholder, a receipt for proof of delivery must be obtained.
- ii. The holder of the certificate of title should retain the Form T-53A, the title application, and fee for ten (10) days.
- iii. If the lien has not been satisfied or contested after ten (10) days, the holder must forward the certificate of title, Form T-53A, title application and fees to Motor Vehicle Services.

MOTOR VEHICLE MANUAL

NOTE:

If the lien is to be “contested”, you must sign and date the bottom of the Motor Vehicle Certificate of Title Lien Notice Form (T-53A) and follow instructions as outlined on the form

MOTOR VEHICLE MANUAL

LIEN OR SECURITY INTEREST HOLDER (OUT-OF-BUSINESS)

If a lien or security interest holder has gone out-of-business, a motor vehicle owner is not required to submit a release to secure a new certificate of title; however, the owner must submit a certification from the appropriate regulatory agency that indicates the lien or security interest holder is no longer in business or is unlicensed. A certified letter, return receipt requested must be sent to the last known address of the lien or security interest holder shown on our records. The returned, undeliverable letter must be submitted with the 'green' registered mail card, intact along with the other documents for title.

This does not include individuals who are lien or security interest holders, companies who have merged with other companies and are operating under a different name, or a company not regulated by a state agency. The name and address of the majority of regulatory authorities of lending institutions used by this state include:

STATE CREDIT UNIONS, BANKS & SAVINGS & LOAN ASSOCIATIONS

Secretary of State, Office of Banking & Finance
214 State Capitol
Atlanta, GA 30334
(404) 656-2881

Georgia Charter/Banks - Department of Banking & Finance
2990 Brandywine Rd., Suite 200
Atlanta, GA 30341-5565
(770) 986-1655

USED CAR DEALERS

State Board of Registration
237 Coliseum Drive
Macon, GA 31217-3858
(478) 207-1460

MOTOR VEHICLE MANUAL

LIEN OR SECURITY INTEREST HOLDER (OUT-OF-BUSINESS)(Continued)

NATIONAL CREDIT UNION ASSOCIATIONS

4807 Spicewood Spring Road
Austin, TX 78759
(512) 231-7900

The following documents must be submitted to the local county tag office or Motor Vehicle Services:

- Completed Georgia Title Application (Form MV-1)
- Transfer Document
- Out-of-Business Certification from the appropriate regulatory authority
- Letter and envelope sent 'Registered Mail, Return Receipt Requested'
- A check or money order payable to Department of Motor Vehicle Safety or County Tag Agent for the total fees due - \$18.00 original title application fee or \$8.00 Replacement Title application fee.

MOTOR VEHICLE MANUAL

WHERE A LIEN OR SECURITY INTEREST IS RECORDED

For vehicles required to be titled in Georgia, a lien or security interest is perfected and recorded on a Certificate of Title.

For vehicles not required to be titled, a lien or security interest is recorded with the Clerk of the Court in the county in Georgia of the owner's legal residence under the provisions of the Uniform Commercial Code.

WHEN A LIEN OR SECURITY INTEREST IS PERFECTED

A lien or security interest in a motor vehicle is perfected as of the date of its creation (e.g. date contract signed) if the title or notice of lien or security interest (form T-53D) reflecting the lien or security interest is applied for within twenty (20) days of the date of the creation date of the contract. If the title application or notice of lien, is submitted after 20 days, the lien or security interest is perfected as of the date either was received by the County Tag Agent or Motor Vehicle Services.

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DEATH OF LIEN/SECURITY INTEREST HOLDER

The heir to the lien or security interest holder's estate may complete a Lien or Security Interest Release (Form T-4) to release a lien or security interest recorded in favor of a deceased person. This form must be accompanied by a certified copy of the letters of administration or letters of testamentary or an Affidavit of Inheritance (Form T-20 or T-20A). If Form T-20 or T-20A is completed, a certified copy of the death certificate must be attached. A copy of the non-probated will must accompany the T-20A affidavit.

SECURITY INTEREST

An interest in a vehicle reserved or created by agreement which secures the payment or performance of an obligation, such as a conditional sales contract, chattel mortgage, bill of sale to secure debt, deed of trust, and the like. This term includes the interest of a lessor under a lease intended as security. This is voluntary. Example: An owner obtains a loan to purchase a motor vehicle. The lending institution (e.g. Bank, credit union, etc.) would have a security interest in the vehicle.

SECURITY INTEREST HOLDER

The holder of an interest in a vehicle reserved or created by agreement and which secures payment or performance of an obligation.

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SECURITY INTEREST HOLDER, AFTER ASSIGNMENT OF CONTRACT

In order for a Georgia Title to be issued reflecting a new security interest holder when the original contract has been assigned to another security interest holder by the recorded security interest holder, the following documents must be submitted to the applicable County Tag Office or MVS:

1. Title Application (Form MV-1 or MV1Z)

Completed in detail, typed and signed by the new security interest holder in the space provided for the owner 's signature. The person signing the application should also print their position with the security interest holder next to the signature (i.e. John Smith, Vice President, Smith Finance Company).

2. The Current Certificate of Title

The title in the same name as owner of record.

3. Contract

A copy of the contract between the recorded security interest holder and the applicant showing that all rights of this instrument were assigned to the new security interest holder shown on the new application. This contract must reflect a complete description of the vehicle held for collateral (year model, make and VIN) and must be signed by the owner.

4. Processing Fees

\$18.00 (check or money order made payable to the Tag Agent or Department of Motor Vehicle Safety).

MOTOR VEHICLE MANUAL

SECURITY INTEREST HOLDER (ADDITIONAL SECURITY INTEREST)

Additional security interests may be created on a vehicle that has an outstanding lien or security interest. In accordance with Georgia law, Certificates of Title are mailed to the first recorded lien or security interest holder. In order to add a security interest to the current title record, the following procedures must be followed and the required documents forwarded to Motor Vehicle Services or the County Tag Office.

- 1) A Title Application must be completed in detail in the same name(s) as shown on the Georgia title of record. The names and addresses of all security interest holders must be shown in the spaces provided on the MV-1, and the application must be signed by the current owner(s).
- 2) A Certificate of Title Notice (Form T-53) must be completed by the new security interest holder and sent to the first recorded lien or security interest holder with the completed MV-1 and an \$18.00 check for the title fee. If someone other than the first security interest holder is holding the title, a copy of these documents must be submitted to the owner registered mail, return receipt requested. Upon receipt of the T-53 Certificate of Title Notice, MV-1 title application and check, the title holder should forward the title, the title application, Form T-53, and check to Motor Vehicle Services.
- 3) Check or money order for the \$18 title fee must be made payable to Department of Motor Vehicle Safety or the County Tag Agent.

Note: Forms and fee must be forwarded "Registered Mail, Return Receipt Requested", or personally delivered to the person/company holding the title. A receipt (e.g. signed green postal receipt, or signed receipt for personal delivery) should be retained by the "new" security interest holder.

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VEHICLES PREVIOUSLY (1986 AND NEWER YEAR MODEL) REGISTERED IN A NON-TITLE STATE OR JURISDICTION

In order for a Georgia Certificate of Title to be issued on a 1986 and newer year model vehicle that was previously registered in a state or jurisdiction where a title was not required, the following documents must be forwarded to Motor Vehicle Services or the County Tag Office:

1. Title Application (Form MV-1)

Completed in full and signed by the applicant(s), reflecting the Georgia address of the owner(s).

2. Certification of Inspection (Form T 22-B)

Completed by Georgia law enforcement officer or a local tax commissioner after a visual inspection of the serial plate has been made.

3. Out-of-State Registration Certificate

The definition is: The current out-of-state registration certificate or a certified copy of it from the out-of-state or out-of-country jurisdiction. The registration certificate must be in the applicant's name or properly assigned to the applicant. If assignment spaces are not provided on the registration certificate then the applicant must obtain a signed bill-of-sale (notarized if required by the issuing state or country) from the owner shown on the registration to complete the chain-of-ownership.

4. Processing Fee

\$18.00 fee. All fees must be paid by check or money order.

Notes: A title will not be issued on a 1985 and older year model vehicle coming from a Non-Title state or jurisdiction.

MOTOR VEHICLE MANUAL

Notes: For vehicles purchased in Massachusetts, Mississippi, or Minnesota a certification from the Motor Vehicle Agency in that state is needed to show that the vehicle was not titled in that state.

If an application for title is supported by a Puerto Rican registration where model numbers or chassis numbers are frequently used as the vehicle identification number on the registration certificate, the Certification of Inspection (Form T-22B) should reflect the model or chassis number as well as the vehicle identification number. In this case, Form MV-1 must be completed reflecting the correct vehicle identification number.

Georgia does not issue titles based on a registration certificate from a non-title State/jurisdiction for 1985 & older year model vehicle. Georgia requires a title for 1986 and most newer year model motor vehicles.

FOREIGN DOCUMENTS

For vehicles previously registered in a “foreign” country, the following documents must be submitted to the applicable County Tag Agent or Motor Vehicle Services

1. Title Application

Application must be typed in full and signed by the applicant(s). When the applicant is a company, the company's name must be printed above the authorized signature and the authorized person must show their position with the company.

2. Registration Certificate

The original valid registration certificate issued by the country where the vehicle was last registered.

3. Bill(s)-of-Sale

Documenting a complete and correct chain-of-ownership for the vehicle. All bills-of-sale must be signed by the seller(s). Invoices are not acceptable.

4. Certification of Inspection Form (T-22B)

Completed by a Georgia law enforcement officer or the Tax Commissioner in the county after a visual inspection of the serial plate has been made.

5. Lien/Security Interest Release (Form T-4)

All liens shown on the supporting documents must be shown on the MV-1 or a properly executed lien release must be submitted.

6. Department of Transportation Safety Clearance

Proof that the vehicle complies with all federal safety standards from the U.S. Department of Transportation, Washington, D.C.

7. Processing Fee

A check or money order made payable to the County Tag Agent or Department of Motor Vehicle Safety for the total fees due (e.g.\$18.00 title fee and any title penalties which may be due). If the title is not applied for within ninety (90) days of the Department of Transportation certification date, a \$10.00 penalty fee is due.

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NOTES:

- 1) An English translation of the foreign documents. Blank forms for the translator's use in translating both a foreign registration certificate and foreign bill-of-sale are available upon request. These forms must be typed. Additional copies may be made if needed.
- 2) A statement from the applicant for title certifying that to the best of their knowledge, the information contained on the documents supporting the application for a Georgia title is true and correct.
- 3) If these documents cannot be obtained, a Georgia Certificate of Title can be issued only on the basis of a surety bond for vehicles required to be titled in this state. Refer to the section in this manual for detailed instructions for securing a title on the basis of a surety bond.

MOTOR HOME

In order for a Georgia Certificate of Title to be issued for a motor home, the following documents must be submitted to Motor Vehicle Services or County Tag Office:

1. Title Application (Form MV-1)

Completed in detail in the same name(s) of owner(s) as shown on the Manufacturer's Statement of Origin. The application must reflect the identification number of the chassis of the vehicle and the make, year and model of the body. The application must be typed in full and signed by the owner(s).

2. Manufacturer's Statements Of Origin (MSO)

Two (2) Manufacturer's Statements of Origin must be submitted. (One Statement of Origin for the chassis and one Statement of Origin for the body of the vehicle.) Both Statements of Origin must be properly assigned to the applicant(s) and forwarded with the MV-1. This unit will be titled under the identification number of the chassis and the year model, make and model of the body of the motor home. If only one MSO was issued, a statement to this effect must be obtained.

3. Processing Fee

Check or money order for the total fees due (e.g. \$18.00 Title fee and any title penalties that may be due). An owner has ninety (90) days from the purchase date to apply for a title in their name to avoid being charged a \$10 penalty fee.

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CONVERSION VAN

In order for a Georgia Certificate of Title to be issued for a conversion van, the following documents must be submitted to Motor Vehicle Services or County Tag Office:

1. Title Application

Completed in detail in the same name(s) of the owner(s) as shown on the Manufacturer's Statement of Origin. The application must reflect the identification number of the chassis of the vehicle and the make, year model and model of the body. The application must be typed in full and signed by the owner(s).

2. Manufacturer's Statements Of Origin(MSO)

Two Manufacturer's Statements of Origin must be submitted (One Statement of Origin for the chassis and one Statement of Origin for the body). Both Statements of Origin must be properly assigned to the applicant(s) and forwarded with the MV-1. This unit will be titled under the identification number of the chassis and the year model, make and model of the body of the conversion van. If only one MSO was issued, a statement to this effect must be obtained.

3. Processing Fee

A check or money order for the total fees due (Title fee of \$18.00 plus any title penalties that may be due). An owner has ninety (90) days from the purchase date to apply for a Title to avoid being charged a \$10 penalty.

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MOTOR VEHICLE MANUAL

MANUFACTURED/MOBILE HOMES

All applications for the issuance of a title for “transfer” and for a “new” certificate of title to a manufactured/mobile home must be submitted to the County Tag Office where the manufactured/mobile home is to be installed.

ONE STATEMENT OF ORIGIN ISSUED BY THE MANUFACTURER WITH “ONE” MANUFACTURER’S IDENTIFICATION NUMBER:

If the manufacturer elects to issue only **one** Manufacturer’s Statement of Origin reflecting the “A” and the “B” side in the manufacturer’s identification number, only **one** certificate of title will be issued. The certificate of title will reflect the “A” and the “B” in the manufacturer’s identification number as shown on the manufacturer’s statement of origin. Other symbols may be used to specify a doublewide mobile home. They are “L” and “R” or “U” and “X”. These symbols might appear at the end of the manufacturer’s identification number or they might appear in the middle.

The following documents are to be submitted to the County Tag Office:

1. Title Application

An application completed in detail in the same name(s) of the owner(s) as shown in the assignment of origin or certificate of title. The application must reflect the “A” and “B” in the manufacturer’s identification number exactly as shown on the title or manufacturer’s statement of origin.

2. One Title or One Manufacturer’s Statement of Origin

The Statement of Origin or title must be properly assigned to the applicant(s).

3. Processing Fee(s)

A title-processing fee of \$18.00. The owner has 90 days to make application for transfer of title to avoid a late penalty fee of \$10.

4. Ad Valorem Taxes

Payment of ad valorem taxes. If taxes are not due or are exempt, the county tag office should so **indicate on the title application**

In lieu of the “tax exempt” or “tax paid” indicator on the title application, form PT-41 (DEALER’S STATEMENT OF SALE OF MOBILE HOME) completed by the selling dealer can be submitted.

Note: All checks must be made payable to the respective County Tag Agent.

MOTOR VEHICLE MANUAL

ONE STATEMENT OF ORIGIN ISSUED BY THE MANUFACTURER WITH "TWO" OR MORE MANUFACTURER'S IDENTIFICATION NUMBERS:

If the manufacturer elects to issue only **one** Manufacturer's Statement of Origin reflecting two or more "separate" manufacturer's identification numbers, a certificate of title will be issued for each separate manufacturer's identification number shown on the manufacturer's statement of origin.

The following documents are to be submitted to the County Tag Office:

1. Title Applications

A title application(s) must be completed for each "separate" manufacturer's identification number shown on the manufacturer's statement of origin. The application(s) must be completed in detail in the same name(s) of the owner(s) as shown on the assignment.

2. One Manufacturer's Statement of Origin - more than one manufacturer's identification number

The Statement of Origin or certificate of title must be properly assigned to the applicant(s). Since title documents are "filmed" and numbered under each title application, you must make copies of the original statement of origin and attach the copy to the second (and third, if applicable) application.

3. Processing Fee(s)

A title-processing fee of \$18.00 must be submitted for **each separate** title application/separate manufacturer's identification number. The owner has 90 days to make application for transfer of title to avoid a late penalty fee of \$10. The late penalty fee must be submitted, if due, for each title application/separate manufacturer's identification number.

4. Ad Valorem Taxes

Payment of ad valorem taxes. If taxes are not due or are exempt, the county tag office should so **indicate on each title application.**

In lieu of the "tax exempt" or "tax paid" indicator on the title application, form PT-41 (DEALER'S STATEMENT OF SALE OF MOBILE HOME) completed by the selling dealer can be submitted.

Note: All checks must be made payable to the respective County Tag Agent.

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TWO TITLES OR TWO STATEMENTS OF ORIGIN ISSUED BY THE MANUFACTURER:

If the manufacturer elects to issue two Manufacturer's Statements of Origin, one will reflect the "A" side and one the "B" side in the manufacturer's identification number. Other symbols may be used to specify a doublewide mobile home. They are "L" and "R" or "U" and "X". Both sets of documents must be forwarded to the County Tag Office together, and two titles will be issued.

1. Title Application
Two (2) title applications, one for each side, completed in detail, and signed by the owner(s).
2. Two Titles or Two Manufacturer's Statements of Origin
Two (2) Statements of Origin, one for each side, properly assigned to the applicant.
3. Processing Fee(s)
A title-processing fee of \$18.00 must be submitted for **each** title application. The owner has 90 days to make application for transfer of title to avoid a late penalty fee of \$10. The late penalty fee must be submitted, if due, for each title application.
4. Ad Valorem Taxes
Payment of ad valorem taxes. If taxes are not due or are exempt, the county tag office should so **indicate on each title application**.

In lieu of the "tax exempt" or "tax paid" indicator on the title application, form PT-41 (DEALER'S STATEMENT OF SALE OF MOBILE HOME) completed by the selling dealer can be submitted.

Note: All checks must be made payable to the respective County Tag Agent.

MOTOR VEHICLE MANUAL

MOTOR VEHICLE MANUAL

MOBILE HOME TAX SALE

When the owner of a Mobile/Manufactured Home is in default of payment of taxes – the County Tax Commissioner may conduct a tax sale and sell the mobile home for taxes. Once the mobile home has been sold, the following documents are required for the issuance of a certificate of title to the purchaser of the mobile home.

1. Title Application
Properly typed, electronically printed or hand printed legibly in blue or black ink in the current owner(s) name and current address.
2. Title Document
Submit the current certificate of title, if available. If there is no Georgia Title record, a T-22B form must be completed by a Georgia Law Enforcement Officer after a visual inspection of the mobile home's serial plate.
3. Copy of Tax Lien
Copy of Tax Lien signed by Tax Commissioner and marked with the book and page numbers from the General Execution Docket (GED).
4. Levy Order
Copy of Levy Order properly signed by Ex-Officio Sheriff or Sheriff.
5. Bill of Sale
A signed bill of sale from the Ex-Officio Sheriff or Sheriff authorized to sell the mobile home.
6. Advertisement
The mobile home must be advertised for sale in the newspaper. The advertisement must reflect a full description of the mobile home. (Year Model, Make and Identification Number).
7. Processing Fee
\$18.00 (check or money order), title penalty – if the title is applied for after 90 days from the date of the tax sale.
8. Tax Receipt
Tax paid receipt for current year taxes. In accordance with O.C.G.A. 40-3-32-1, the title application must be submitted to the county tag agent in the county where the mobile home is situated.

NOTE to County Tax Commissioners:

A **"Hold Code"** (AHC – Add Hold Code) must be placed on all updated Mobile Home Tax Sale title records.

MOTOR VEHICLE MANUAL

LEASED VEHICLES

To apply for a Certificate of Title for a leased vehicle, the following documents and fees must be submitted to the applicable County Tag Office or to MVS:

1. A properly completed title application reflecting the leasing company as the owner. Certificates of Title will no longer be issued reflecting the Lessee's name. The Lessee information will be on the registration record only. If the title is to be mailed to the leasing company, the title application should show the leasing company's mailing address along with the county name in Georgia where the vehicle is based. The title application must be signed by an authorized representative of the leasing company. If someone other than an authorized representative of the leasing company signs the title application, a power of attorney (sometimes a lease agreement includes the authority for the lessee to sign for the leasing company) must be attached authorizing this person to sign for the leasing company. When the vehicle is registered at the county tag office, the registration certificate will be issued in the lessee's name with the lessee's Georgia address.
2. Statement of Title Held by Lienholder or Leasing Company . (Form T-17)
If the applicant's leasing company is holding the title in the leasing company's name, Form T-17 (Affidavit of a Title Being Held By a Lending Institution or Leasing Company) must be completed and submitted. If a lien holder is holding the title in the leasing company's name, the complete address of the lien holder must be reflected on the T-17 affidavit and MV-1 title application. If the lessee is holding the title, then the title must be submitted in lieu of the T-17 form and registration certificate.
3. Out-of-State Registration Certificate
Reflecting the leasing company or lessee as the owner.
4. Power of Attorney or Copy of Lease Agreement
If the lessee is signing the title application in lieu of an authorized representative of the leasing company, either a power of attorney or a copy of the lease agreement must be submitted authorizing this signing.

MOTOR VEHICLE MANUAL

5. Check or Money Order for Total Fees Due

A check or money order for the total fees due (e.g. \$18 title fee, license plate fee if a license plate will also be applied for, any title penalties for late application, any ad valorem tax which may be due, and any license plate mailing fee, if applicable), must be remitted made payable to the Tag Agent in the county where the lessee resides.

License plates/registrations are applied for at the Tag Office in the county where an owner resides. Do not include any license plate/registration fees with any title application and title fee submitted to Motor Vehicle Services

MANUFACTURER'S STATEMENT OF ORIGIN SUBMITTED IN ERROR

Sometimes manufacturer's statements of origin are switched in error when several "new" motor vehicles are sold at one time. This results in titles being applied for, and sometimes issued, in the wrong owner's name.

If a title was issued in the wrong name, the following procedure must be followed to correct the error. This procedure must be followed to maintain the vehicle status as "new".

1. Certificate of Title

The certificate of title should be assigned back to the original selling dealer. All liens or security interests shown on the face of the title should be properly released.

The original selling dealer should then complete the second assignment of title to the correct purchasing party.

2. Statement of Error

The original selling dealer must include a signed and notarized dealer letterhead stationery statement verifying the vehicle's year, make and vehicle identification number acknowledging specific error(s) made, explaining reason for error (e.g., billing error), and stating that the vehicle was sold "new" to the owner(s) shown on the accompanying application.

3. Title Application

New title application must be completed in the purchaser's name(s). The MV-1 must reflect any outstanding liens. The application must be signed by the owner(s).

4. Processing Fee

A check or money order for the title fee made payable to the County Tag Agent or to Motor Vehicle Services (18.00 title fee plus any title penalties that may be due). An owner has ninety (90) days to apply for a title for the correct vehicle in their name without being charged a \$10 penalty for late application.

MOTOR VEHICLE MANUAL

DERELICT VEHICLE

In order for a vehicle to be considered "Derelict" in accordance with Section 40-11-9 of the Official Code of Georgia Annotated, it must be left unattended; it must be appraised as having a total value of less than \$300.00; or, is valued as 50% of the wholesale value according to the rough section of "National Auto Research Black Book, Georgia Edition". A copy of applicable page from the book must be attached. If vehicle is not valued in this publication, a written appraisal from the local law enforcement agency's auto theft section where the vehicle is located must be submitted. The vehicle must also be subject to four (4) of the following eight (8) conditions:

1. Left on private property for at least two (2) days or on public property for at least three (3) days without the owner or driver trying to recover the vehicle or without leaving a note.
2. Left for at least five (5) days with a note stating the owner's intention of recovering the vehicle;
3. Left unattended because of damage, vandalism, theft or fire, and is damaged to the extent that restoration would require the replacement of one or more major component parts.
4. Vehicle has structural damage which affects the safety of the vehicle;
5. Vehicle is inoperable due to a major mechanical breakdown at the time it was left (i.e., missing engine, transmission or wheels, no coolant in the cooling system, no oil in the engine, or burnt fluid in the transmission);
6. Seven (7) or more years old;
7. Not currently tagged, or ownership cannot be verified by the State;
8. Abandoned to a wrecker service by an insurance company or the owner following a "total loss" payment by the insurance company.

MOTOR VEHICLE MANUAL

WHAT IS “NOT” A DERELICT MOTOR VEHICLE

1. A vehicle that does not have a manufacturer’s vehicle identification number plate.
2. A vehicle that has been assigned a vehicle identification number plate by a state jurisdiction.

PENALTIES

1. A person who abandons a derelict motor vehicle on public or private property shall be guilty of a misdemeanor. Upon conviction, this person may be fined up to \$500.00 and shall pay all costs of having the derelict vehicle removed, stored and sold.
2. A person moving a derelict motor vehicle who does not comply with requirements or who knowingly provides false or misleading information shall be guilty of a misdemeanor.

REMOVAL OR STORAGE OF DERELICT MOTOR VEHICLES

Within seventy-two (72) hours of the vehicle's removal, the person removing or storing the vehicle must obtain the name and address of all owners from the law enforcement agency where the vehicle was located.

1. If information is unavailable through the law enforcement agency, a properly completed MV-603 Form (Notice of Abandoned Vehicle and Request for Information) must be mailed to Motor Vehicle Services, Research Unit, along with a \$2.00 research fee in the form of a check or money order made payable to DMVS.
2. Within seventy-two (72) hours of receiving ownership information, the wrecker service must notify all owners and security interest/lien holders that the vehicle will be declared a derelict vehicle.
3. Once the vehicle is declared a motor vehicle derelict, a properly completed MV-603D must be completed and forwarded to Motor Vehicle Services. Motor Vehicle Services will cancel the vehicle title record.
4. Report of and surrender of license plate (Form T-158) must also be forwarded to Motor Vehicle Services. If the vehicle does not have a license plate, Form T-158 is still required.

SALE OF DERELICT MOTOR VEHICLES

1. A derelict motor vehicle may be sold to a person, who scraps, dismantles or demolishes motor vehicles for scrap or parts only. A derelict motor vehicle is not to be rebuilt. A derelict motor vehicle is not to be sold to the general public.
2. A derelict motor vehicle must be photographed prior to sale. The photograph, appraisal and notice to Motor Vehicle Services must be retained for three (3) years after the disposition of the vehicle.
3. A person selling a derelict motor vehicle must notify Motor Vehicle Services of the disposition of the vehicle. Motor Vehicle Services must cancel the title for this vehicle and will not issue a rebuilt or a salvage title.

MOTOR VEHICLE MANUAL

VEHICLES DAMAGED IN SHIPMENT & DISCLAIMED BY THE MANUFACTURER

When a “new” vehicle has been damaged in shipment, by fire, or by water/flood, the vehicle’s serial plate is usually removed, and the vehicle is disclaimed by the manufacturer. The manufacturer usually withholds the issuance of a Statement of Origin. Therefore, the only way Motor Vehicle Services will issue a title is on the basis of a surety bond. The vehicle must pass a Georgia Motor Vehicle Inspection prior to the issuance of a title or license plate. To apply for a Georgia Certificate of Title for such a vehicle, the following documents must be forwarded to MVS at the following address: Attention: Salvage Section Motor Vehicle Services, Post Office Box 740384, Atlanta, Georgia 30374-0384.

1. Title Application

Typed in full or electronically completed or hand printed legibly and signed by the applicant in the same name (s) as the principal on the Certificate of Title Bond (Form MV-46).

2. Certificate of Title Bond (Form MV-46)

Completed and executed by an insurance company who is licensed to issue surety insurance in this state. The bond must be in the amount of the average retail value of the vehicle according to the valuation of property listed in the Motor Vehicle Ad Valorem Assessment Manual. Form MV-46 must be signed by an authorized representative of the insurance company, the principal and by a witness.

3. Power-of-Attorney

A power-of-attorney from the insurance company, authorizing their agent to execute the bond on behalf of their company must be submitted.

4. Affidavit (Form MV-46A)

Completed by the applicant, explaining why a bond is submitted in lieu of the Manufacturer’s Statement of Origin. Form MV-46A must be signed by the applicant and his or her signature must be notarized.

5. Labor Statement and Parts Certification (Form T-129)

A signed and notarized Labor & Parts Certification Form (T-129) completed by the owner of the vehicle.

MOTOR VEHICLE MANUAL

6. Parts Bills

Bill(s) of sale made out to the rebuilder, listing each part used in repairing the vehicle. These bill (s) of sale must indicate whether the part was “new” or “used”. The stock number or part number must be shown along with the part name, if the part is “new”.

If the part is “used”, the serial number of the vehicle the part was taken from must be shown. Each parts bill of sale must be signed with the full signature of the seller.

7. Missing Serial Plate Affidavit (Form T-128)

A missing serial plate affidavit must be completed and submitted.

8. A Request for Inspection (Form T-22R)

A Request for Inspection (Form T-22R) must be completed and submitted requesting an inspection of this vehicle

9. Any available ownership papers.

Any other available ownership papers must be submitted.

10. Processing Fees

A check or money order for the “total” fees due made payable to DMVS (\$68.00 that includes the \$18.00 title fee and the \$50.00 inspection fee). Fees must be paid by check or money order and made payable to DMVS.

Note:

If the vehicle requires more than two (2) inspections by the Inspection Unit, an additional \$50.00 inspection fee will be charged for each inspection thereafter.

Upon receipt of properly executed documents and fees, Motor Vehicle Services will schedule an inspection of the vehicle.

Note: Vehicles with flood/water damage will be branded Flood Damaged vehicles.

Vehicles incurring fire damage will be labeled Fire Damaged.

DUNE BUGGY

In Order for a Georgia Certificate of Title to Be Issued for a Homemade Dune Buggy, the following documents must be forwarded to Motor Vehicle Services, Attention: Salvage Section, Post Office Box 740384, Atlanta, Georgia 30374-0384:

1. Title Application (MV-1)
Completed in detail, typed in full or electronically completed or legibly hand printed in the rebuilder's name and signed exactly as typed.
2. Transfer Document
The current certificate of title for the used vehicle must be issued in the applicant's name or properly assigned to the applicant.
3. Serial Plate
The serial plate from the parts vehicle. A Georgia serial plate number will be assigned that must be affixed to the frame of the dune buggy.
4. Bills of Sale
Bill(s) of sale made out to the rebuilder, listing each part used in making the vehicle. The bill(s) of sale must indicate whether the part was "new" or "used". The stock number or part number must be shown along with the part name, if the part is "new". If the part is "used", the serial number of the vehicle from which the part was taken must be shown. Each parts bill of sale must be signed with the full signature of the seller.
5. Form T-22R
A completed Form T-22R requesting an inspection of the vehicle by the Motor Vehicle Inspection Unit.
6. Labor and Parts Certification (Form T-129)
A signed and notarized Labor Parts Certification (Form T-129) completed by the owner of the vehicle.

MOTOR VEHICLE MANUAL

7. Processing Fees

A check or money order for the "total" fees due made payable to DMVS (\$68.00 that includes the \$18.00 title fee and the \$50.00 inspection fee). Fees must be paid by check or money order and made payable to DMVS.

Note:

If the vehicle requires more than two (2) inspections by the Inspection Unit, an additional \$50.00 inspection fee will be charged for each inspection thereafter.

MVS will issue two (2) serial plates (assigned & rebuilt) showing the Georgia identification number that has been assigned. The rebuilt plate MUST be affixed to the left doorpost and the Georgia assigned number to the frame. If the Inspection Unit determines that the vehicle meets all state requirements, they will authorize the issuance of a certificate of title in the applicant's name.

KIT VEHICLE

In order for a Georgia Title to be Issued for a vehicle built from a kit, the following documents and fees must be submitted to MVS at the following address:

ATTN.: Salvage Section, Motor Vehicle Services, Post Office Box 740384, Atlanta, Georgia 30374-0384. Upon receipt of all properly executed documents and required fees, a copy of all documents and the T-22R form will be forwarded to the MVS Inspection Unit requesting an inspection of the vehicle. If more than two inspections are required, an additional \$50.00 fee is charged for each additional inspection needed. If the Inspection Unit determines that the vehicle has been properly rebuilt, they will authorize the issuance of a certificate of title.

1. Title Application

Typed in full or electronically completed or hand printed legibly in the applicant's name and signed by the applicant.

2. Manufacturer's Statement of Origin (MSO)

Manufacturer's Statement of Origin or current Certificate of Title must be submitted for the frame of this vehicle. This document must be issued in the applicant's name (s) or properly assigned to the applicant(s).

3. Serial Plate

The serial plate from the frame of this vehicle

4. Statement of Origin

The statement of origin for the kit properly assigned to the applicant(s) must be submitted.

5. Labor and Parts Certification

A signed and notarized Labor and Parts Certification (Form T-129) must be submitted from the person who built this vehicle stating that they did the labor.

6. Bills of Sale

Bill(s) of sale made out to the rebuilder, listing each part used in repairing the vehicle. These bill(s) of sale must indicate whether the part was "new" or "used". The stock number or part number must be shown along with the part name, if the part is "new". If the part is "used", the serial number of the vehicle the part was taken from must be shown. Each parts bill of sale must be signed with the full signature of the seller.

MOTOR VEHICLE MANUAL

7. Form T-22R

A T-22R form must be submitted requesting an inspection of this vehicle by the Motor Vehicle Inspection Unit.

8. Processing Fees

A check or money order for the “total” fees due made payable to DMVS (\$68.00 that includes the \$18.00 title fee and the \$50.00 inspection fee). Fees must be paid by check or money order and made payable to DMVS.

Note:

If the vehicle requires more than two (2) inspections by the Motor Vehicle Inspection Unit, an additional \$50.00 inspection fee will be charged for each inspection thereafter.

NOTES:

1. The vehicle must not be painted until after it has passed the inspection.
2. The year model of this vehicle will be the year that the vehicle was built. The make of this vehicle will be the trade name of the kit vehicle (i.e. Bradley GT, Gazelle, etc.). The model name of the vehicle will be the model shown on the Manufacturer's Statement of Origin for the kit (i.e. Replica 1929 Mercedes Benz).
3. MVS will issue two (2) serial plates (rebuilt and reassigned) in addition to the serial plate issued with the kit. The plates will reflect the same vehicle identification number as shown on the serial plate issued with the kit. The rebuilt serial plate must be affixed to the left doorpost and the plate with the reassigned number issued by Motor Vehicle Services must be affixed to the frame.
4. Upon receipt of all properly executed documents and the required fees, Motor Vehicle Services will forward a copy of all documents and Form T-22R requesting an inspection of this vehicle to the Motor Vehicle Inspection Unit. If more than two inspections are required, an additional \$50.00 fee is charged by the Motor Vehicle Inspection Unit for each additional inspection.

MOTOR VEHICLE MANUAL

5. If the inspection by the Motor Vehicle Inspection Unit determines that the vehicle has been properly rebuilt, they will authorize Motor Vehicle Services to issue a certificate of title. Upon receipt of this authorization from the Motor Vehicle Inspection Unit, a certificate of title will be issued and mailed to the applicant or security interest holder, if one is shown on the title application.
6. If any parts used to build this kit vehicle are taken from another vehicle, the title to that vehicle must be submitted to this office or a letter of verification must be submitted from the state holding the title.

MOTOR VEHICLE MANUAL

GLIDER KIT

A Glider Kit is a new tractor cab and tractor front axle used to replace a wrecked or retired cab and front axle. In order for a Georgia Certificate of Title to be issued for a vehicle remodeled from a glider kit, the following documents must be submitted to Motor Vehicle Services, Attention: Salvage Section, Post Office Box 740384, Atlanta, Georgia 30374-0384

1. Title application
Completed in detail, typed in full or electronically completed or hand printed legibly and signed by the applicant.
2. Manufacturer's Statement of Origin
The Manufacturer's Statement of Origin for the Glider Kit, properly assigned to the applicant. The vehicle identification number on the Glider Kit will be the new identifying number under which the new title will be issued.
3. Certificate of Title
The current certificate of title, or manufacturer's statement of origin must be submitted (in the applicant's name or properly assigned to the applicant) for the wrecked unit.
4. Serial Plate
The serial plate from the wrecked unit must be removed and submitted.
5. Labor and Parts Certification (Form T-129)
A signed and notarized Labor and Parts Certification (Form T-129) completed by the owner of the vehicle.
6. Form T-22R
Form T-22R requesting an inspection of this vehicle by the Motor Vehicle Inspection Unit.
7. Processing Fees
A check or money order for the "total" fees due made payable to DMVS (\$68.00 that includes the \$18.00 title fee and the \$50.00 inspection fee). Fees must be paid by check or money order and made payable to DMVS.

Note:

If the vehicle requires more than two (2) inspections by the Motor Vehicle Inspection Unit, an additional \$50.00 inspection fee will be charged for each inspection thereafter.

MOTOR VEHICLE MANUAL

MOTORCYCLE REBUILT WITH CUSTOM FRAME

When a Motorcycle is rebuilt with a Custom Frame (homemade), the serial plate must be affixed to the frame. Application for title must be made to Motor Vehicle Services, Attention: Salvage Section, Post Office Box 740384, Atlanta, Georgia 30374-0384, and the following documents must be submitted:

1. Title Application

Completed in detail, typed in full or electronically completed, or legibly hand-printed in the owner's name and signed exactly as typed.

2. Two (2) Transfer Documents are required

- The Certificate of Title or Manufacturer's Statement of Origin for the "frame" of the motorcycle; and
- The Certificate of Title for the motorcycle from which the engine was taken or the Manufacturer's Statement of Origin for a new engine "crank shaft".

3. Bill of Sale

Bill(s) of sale made out to the rebuilder, listing each part used in repairing the vehicle. These bill (s) of sale must indicate whether the part was "new" or "used". The stock number or part number must be shown along with the part name, if the part is "new". If the part is "used", the serial number of the vehicle from which the part was taken from must be shown. Each parts bill of sale must be signed with the full signature of the seller.

4. Labor and Parts Certification (Form T-129)

A signed and notarized Labor and Parts Certification (Form T-129).

5. Form T-22R

Form T-22R requesting an inspection of this vehicle by the Motor Vehicle Inspection Unit.

6. Processing Fees

A check or money order for the "total" fees due made payable to DMVS (\$68.00 that includes the \$18.00 title fee and the \$50.00 inspection fee). Fees must be paid by check or money order and made payable to DMVS.

Note:

If the vehicle requires more than two (2) inspections by the Motor Vehicle Inspection Unit, an additional \$50.00 inspection fee will be charged for each inspection thereafter.

MOTOR VEHICLE MANUAL

NOTE: REGARDING HARLEY DAVIDSON MOTORCYCLES:

1. Additional requirements are necessary when rebuilding a Harley-Davidson motorcycle.
2. Harley-Davidson motorcycles prior to 1969 models had no frame vehicle identification number; therefore, this motorcycle would be titled under the engine number. Harley-Davidson motorcycles starting with 1969-year models have a vehicle identification number on the frame and the same number on the engine. The motorcycle will be titled under the frame number and if the engine is replaced, a Georgia replacement serial plate will be issued to match the vehicle identification number of the frame to be placed on the engine.
3. When rebuilding a Harley-Davidson and the engine casing is replaced and the casing was made by the Harley-Davidson manufacturer, the engine will have the same vehicle identification number.
4. When rebuilding a Harley-Davidson and the engine casing is replaced from a used motorcycle, it will not match the frame. Therefore, a Georgia replacement serial plate will be issued to match the frame.
5. When rebuilding a Harley-Davidson motorcycle and the engine casing is from a California Manufacturer, the vehicle identification number will not match and a Georgia replacement serial plate will be issued to match the frame.

SALVAGE VEHICLES

You Must Apply For a Certificate of Title For Salvage Vehicles Within (30) Days of the purchase or acquisition of the motor vehicle, or within thirty (30) days of a "total loss claim" payment. A motor vehicle becomes a "salvage motor vehicle" when the following events have taken place:

1. The vehicle has been damaged to the extent that its restoration to an operable condition would require the replacement of two or more major component parts.
2. An insurance company has paid a "total loss" claim and the vehicle has not been repaired. This does not include any stolen motor vehicle that has been recovered with the manufacturer's vehicle identification number plate intact, regardless of the extent of damage to such a vehicle or the number of major component parts required to repair the vehicle. Also, it does not include stolen vehicles that have been recovered:
 - i. Undamaged
 - ii. With cosmetic damage only, or
 - iii. Damaged to the extent that restoration to an operable condition will not require the replacement of two or more major component parts.
3. It is an imported motor vehicle that has been damaged in shipment and disclaimed by the manufacturer as a result of the damage, has never been subject to a retail sale to a consumer, and has never been issued a certificate of title.

The term **salvage motor vehicle** shall not include any motor vehicle for which a total loss claim has been paid when vehicle has sustained only cosmetic damage from causes other than fire or flood.

NOTE: Major component part means any one of the following subassemblies of a motor vehicle:

1. Front clip assembly (fenders, grille, hood and bumper)
2. Rear clip assembly (quarter panels and floor panel assembly)
3. Engine and transmission
4. Top assembly, with the exception of soft-tops;
5. Frame, or
6. Complete side (fenders, door(s), and quarter panel).

MOTOR VEHICLE MANUAL

There are usually two situations for which an application for a Salvage Title can be made when there is a total loss claim payment: (1) application when owner retains vehicle, and (2) application when insurance company retains vehicle. When applying for a title, all necessary documents must be forwarded to Motor Vehicle Services, at the following address: Attention: Salvage Section, Motor Vehicle Services, Post Office Box 740384, Atlanta, Georgia 30374-0384:

TOTAL LOSS CLAIM, OWNER RETAINS VEHICLE

When the owner retains the salvage vehicle as a result of a “total loss” claim being paid, an application for a salvage title must be made by the insurance company **before** the payment of the “total loss” claim.

1. Salvage Title Application (MV-1S)
A properly completed MV-1S application (typed or electronically completed, or hand printed legibly and signed) in the owner’s name.
2. Transfer Document
The Georgia Title in the insured’s name (if available), the MSO, or the out-of-state title (in the applicant’s name or properly assigned to the applicant). If an application for a replacement title is being made, then the “replacement” block on the top left-hand corner of Form MV-1S must be checked.
3. Lien/Security Interest Release (Form T-4)
A T-4 (lien or security interest release) form for all satisfied liens or security interests if not released in the spaces provided on the title.
4. Form T-56
A properly completed T-56 (Notice to Owner - Payment of Total Loss Claim) signed by the insured and signed by an agent of the insurance company.
5. License Plate
The license plate (except out-of-state license plates or specialized plates that remain with the vehicle’s owner) with a completed Report of and/or Surrender of Georgia License Plate (form T-158) or submit a completed T-158 form signed by an authorized Motor Vehicle Agent.

6. Processing Fees

A check or money order for the “total” fees due made payable to DMVS (\$68.00 that includes the \$18.00 title fee and the \$50.00 inspection fee). Fees must be paid by check or money order and made payable to DMVS.

SALVAGE VEHICLE – 10 YEARS OLD

For ten-year (10) or older model vehicles, the insurance company is not required to make application prior to paying a “total loss” claim, if the title is not available at the time of settlement. However, the owner has thirty (30) days from the date of settlement to obtain the title and apply for a salvage title. In this case the insurance company must obtain:

1. Georgia license plate (except specialized license plate that remains with the vehicle owner),
2. Copy of tag registration for surrender to MVS,
3. Report of and/or Surrender of Georgia License Plate (Form T-158), *and*
4. Insurance Notification (Form T-56).

These forms must be forwarded prior to paying a total loss claim. The owner should retain a copy of the tag registration certificate for their records.

TOTAL LOSS CLAIM, INSURANCE COMPANY RETAINS VEHICLE

1. Title Application (MV-1S)

A properly completed MV-1S application (typed or electronically completed, or legibly hand-printed and signed by authorized representative of the insurance company). **The MV-1S application cannot be used to apply for a stolen/un-recovered title or a stolen/recovered, undamaged title.**

2. Certificate of Title

The title must be properly assigned to the insurance company with all recorded liens or security interests properly released.

3. Processing Fees

\$18.00 (check or money order made payable to DMVS).

MOTOR VEHICLE MANUAL

Rules To Remember

1. If the owner retains the vehicle, the license plate is surrendered unless it is a special or prestige license plate.
2. If the insurance company takes possession of the vehicle, then the owner retains the license plate.

If a total loss salvage claim has been paid on a vehicle, the owner can keep either the plate OR the vehicle but NOT BOTH.

NOTE: License Plate - If the insurance company takes possession of the vehicle, the Georgia license plate may be retained by the vehicle owner for transfer to another vehicle which he or she may acquire.

SCRAPPED, DISMANTLED OR DEMOLISHED VEHICLE

In accordance with O.C.G.A. Section 40-3-36, any registered owner or authorized agent of a registered owner who in any manner sells or disposes of any motor vehicle as scrap metal or parts only, or who scraps, dismantles, or demolishes a motor vehicle, must comply with the following:

1. Mail or deliver the Certificate of Title and the Georgia License Plate to Motor Vehicle Services within seventy-two (72) hours. The title should be in your name or properly assigned to you.
2. Attach a letter containing a complete description of the vehicle (make of vehicle, year model and vehicle identification number). The letter must be signed and reference the disposition of the vehicle (e.g., vehicle demolished, sold for parts only, etc.)
3. A completed T-158 form (Report of and/or Surrender of Georgia License Plate) and the license plate must be submitted.

These items must be mailed together to Motor Vehicle Services, Post Office Box 740384, Atlanta, Georgia 30374-0384, or they may be delivered to 1200 Tradeport Boulevard, Hapeville, Georgia , during business hours, at window "1" or "2".

Verification of receipt of the title(s) will be provided if an extra copy of the letter asking for cancellation is provided along with a stamped, self-addressed envelope.

MOTOR VEHICLE MANUAL

SALVAGE TITLE FOR A VEHICLE THAT HAS NOT BEEN REBUILT

In order to transfer a salvage title for a vehicle that has not been rebuilt, the following procedures must be followed and the necessary documents forwarded to Motor Vehicle Services, Attention: Salvage, P. O. Box 740384, Atlanta, GA 30374-0384.

1. Title application completed in detail, typed or electronically completed, or legibly hand-printed and signed without strikeovers or alterations. If the applicant is a company, the company's name must be shown above the authorized signature. NOTE: Every Georgia owner of this vehicle, other than a licensed dealer, must title the vehicle in their name before transferring.
2. Salvage Title: Original Salvage Certificate of Title properly assigned to the applicant.
3. T-22R: If the applicant is not a licensed rebuilder (see note below), a T-22R form must be completed. The T-22R form must include the exact location of the vehicle and the name and telephone number (including the area code) of the person to contact regarding the inspection of this vehicle by a representative of the Motor Vehicle Inspection Team.
4. Title Fee/Inspection Fee: A check or money order made payable to DMVS in the amount of \$68.00. DO NOT SEND CASH. NOTE: The title fee is \$18.00, and the inspection fee is \$50.00. Inspection fee is not needed if the vehicle has not been rebuilt and the applicant is a licensed rebuilder.

NOTE:

If the vehicle requires more than two(2) inspections by the Motor Vehicle Inspection Unit, an additional \$50.00 inspection fee will be charged for each inspection thereafter.

NOTE: Only licensed rebuilders or dealers are allowed to transfer a Georgia "Salvage" Certificate of Title in their name without the vehicle first being inspected by the Motor Vehicle Inspection Unit.

MOTOR VEHICLE MANUAL

SALVAGE TITLE FOR A REBUILT VEHICLE

After you obtain a "Salvage" Certificate of Title and rebuild or have someone rebuild the vehicle for you, you must apply for a "Rebuilt" Certificate of Title. To apply for a "Rebuilt" Certificate of Title, the following documents must be forwarded together to: Attention: Salvage, Motor Vehicle Services, Post Office Box 740384, Atlanta, Georgia 30374-0384.

IMPORTANT: The vehicle is not to be painted until after it has been inspected and has passed the Inspection by the Motor Vehicle Inspection Unit.

1. One or more pictures of the motor vehicle in its salvaged condition.
2. A completed title application, typed or electronically completed, or legibly hand-printed and signed by the applicant (s).
3. The "salvage" Certificate of Title issued in the applicant's name or properly assigned to applicant. NOTE: Every Georgia owner other than a licensed dealer is required to title the vehicle in their name before transfer of title.
4. A T-22R form (Request for Inspection of a Rebuilt Motor Vehicle) must be completed and submitted.
5. A T-129 form (Labor and Parts Certification) completed, signed by the owner and signature notarized.
6. Bill(s) of sale made out to the rebuilder, listing each part used in repairing the vehicle. These bill (s) of sale must indicate whether the part was "new" or "used". The stock number or part number must be shown along with the part name, if the part is "new". If the part is "used", the serial number of the vehicle from which the part was taken from must be shown. Each parts bill of sale must be signed with the full signature of the seller.
7. Processing Fees

A check or money order for \$68.00 made payable to DMVS for payment of the title fee (\$18.00) and the inspection fee (\$50.00)

NOTE:

If the vehicle requires more than two (2) inspections by the Motor Vehicle Inspection Unit, an additional \$50.00 inspection fee will be charged for each inspection thereafter.

MOTOR VEHICLE MANUAL

NOTE: This vehicle must pass an inspection by Motor Vehicle Service Inspection Unit before a new Certificate of Title or a license plate will be issued.

When the properly executed title application, supporting documents, and fees have been received and are in order, the Motor Vehicle Inspection Unit will be notified to schedule an inspection of the vehicle. If this vehicle passes an inspection, the inspectors will authorize the issuance of a Georgia Certificate of Title (e.g. "rebuilt" or without restrictions, based on the number of major component parts used to restore this vehicle).

IMPORTANT NOTICE:

If a Rebuilder rebuilds more than three (3) vehicles per calendar year, they must register as a rebuilder with the Secretary of State's Office. When the Motor Vehicle Inspection Team notifies this office that an unlicensed rebuilder has rebuilt more than three (3) vehicles in a calendar year, Motor Vehicle Services will not issue another Certificate of Title to this rebuilder until the rebuilder becomes a licensed rebuilder.

If it is determined upon the inspection of the vehicle that the vehicle is not in full compliance with the law, Motor Vehicle Services may order additional corrective repairs to such vehicle as a condition of issuance of a certificate of title.

If after an initial inspection of a Motor Vehicle, it is determined that the damage is so extensive that returning the vehicle to a safely-operable condition is impossible, the Certificate of Title shall be revoked and such vehicle may be used only for scrap or parts.

INSPECTIONS OF OUT-OF-STATE VEHICLES

Any motor vehicle for which the current out-of-state Certificate of Title is marked "Salvage," "Rebuilt," "Restored," or any similar such phrase must be inspected by the Motor Vehicle Inspection Team. Any vehicle that has been declared as "non-rebuildable" will not be titled in the State of Georgia.

Note: If the out-of-state title's "legend" or "brand", indicates the vehicle was rebuilt in another state, parts bills of sale and the T-129 form (Labor and Parts Certification) are not needed.

MOTOR VEHICLE MANUAL

REPLACEMENT SERIAL PLATE

To secure a replacement serial plate from Motor Vehicle Services for a vehicle where the original serial plate issued by the manufacturer is missing or is altered, the following documents should be forwarded to Attention: Salvage, Motor Vehicle Services, Post Office Box 740384, Atlanta, Georgia 30374-0384:

1. A completed title application, typed or electronically completed and printed reflecting the original serial number of the vehicle (when known), and signed by the owner(s).
2. The original Certificate of Title or Manufacturer's Statement of Origin, issued in the applicant's name or properly assigned to the applicant.
3. A completed Missing Serial Plate Affidavit (Form T-128), signed and notarized indicating the missing serial plate number. (If the serial plate has been altered, it must be removed and submitted.)
4. The title fee of \$18.00. DO NOT SEND CASH. Make the check or money order payable to DMVS.

NOTE: If the vehicle is a "Salvage Vehicle" please comply with the procedures in this manual for securing a "Rebuilt Title" after the vehicle has been rebuilt. At that time, Motor Vehicle Services will issue a Replacement Serial Plate. Serial Plates need to be attached with rivets.

MOTOR VEHICLE MANUAL

STOLEN-UNRECOVERED VEHICLES

In compliance with Georgia Law, insurance companies are required to obtain a certificate of title in their name for stolen/un-recovered vehicles for which they have settled a “total loss” claim. They must apply for the title for the stolen vehicle within fifteen (15) days of the date of the claim settlement. If application is made by an insurance company and there is an Abandoned Vehicle notation in our records, the application will be rejected. The rejection notice will inform the insurance company of the name of the authority that reported the abandoned motor vehicle. The insurance company should contact the reporting authority.

To apply for a “Stolen/Un-recovered” certificate of title, the insurance company must comply with the following and submit the appropriate documents:

1. Title Application

A completed title application in the insurance company’s name (typed or electronically completed and printed and signed by an authorized agent of the insurance company).

2. Transfer Documents

The valid certificate of title in the insured’s name (properly assigned to the insurance company). Any security interests recorded on the title must be released.

3. Letter from the Insurance Company on Company Letterhead

A letter from the insurance company requesting a “Stolen/Un-recovered” Certificate of Title. The letter must indicate when and where the vehicle was stolen.

4. Processing Fee

\$18.00 (check or money order).

MOTOR VEHICLE MANUAL

STOLEN, RECOVERED UNDAMAGED VEHICLES WITH SERIAL PLATE INTACT

For a vehicle which has been stolen and recovered with the serial plate intact, and is (1) undamaged, (2) has cosmetic damage only, or (3) the restoration of the vehicle would require the replacement of no more than one major component part, the following documents must be forwarded to Motor Vehicle Services, ATTENTION, Salvage Section, Post Office Box 740384, Atlanta, Georgia 30374-0384.

1. Title Application

A properly completed title application, Form MV-1, (not a MV-1S) in the current owner's name.

2. Stolen/Un-recovered Certificate of Title

The current stolen/un-recovered certificate of title in the insurance company's name, properly assigned to the applicant.

3. Statement from Insurance Company

A signed statement on the insurance company's (see Example III-7A) letterhead stationery documenting:

- A. When and where the vehicle was stolen;
- B. When and where the vehicle was recovered;
- C. The condition of the vehicle at the time of recovery, listing any damages at the time the vehicle was recovered.
- D. If the serial plate was intact at the time of recovery; this needs to be indicated in the insurance company's statement.

5. Processing Fee

\$18.00 (check or money order made payable to DMVS).

MOTOR VEHICLE MANUAL

NOTES:

1. If the motor vehicle was recovered, stripped of any of the following parts, an inspection of the stolen-recovered vehicle will be required:
 - a. Substantially all its interior parts
 - b. Engine
 - c. Transmission
 - d. All doors
 - e. Complete soft-top assembly including roof mechanism
 - f. Front clip assembly (fenders, hood, and bumper); or,
 - g. Cab and bed of a pick-up truck.
2. If the damage to the vehicle would require the replacement of two or more major component parts to restore, or the vehicle was recovered in a stripped condition, an application for a Rebuilt Certificate of Title must be made.
3. Purchasers of stolen-recovered vehicles are required to account for parts used to rebuild the vehicle. These purchasers must show proof of all parts (including interior parts) required to repair these recovered vehicles.

MOTOR VEHICLE MANUAL

REBUILT VEHICLES, A TITLE IS NOT REQUIRED

In order to obtain a License Plate on a “rebuilt” vehicle not requiring a title the following documents and fee must be forwarded to the attention of Salvage Section, Motor Vehicle Services, Post Office Box 740384, Atlanta, Georgia 30374-0384.

IMPORTANT: The vehicle is not to be painted until after it has been inspected and has passed the inspection by the Motor Vehicle Inspection Unit.

1. One or more pictures of the motor vehicle in its salvaged condition.
2. The “salvage” Certificate of Title (if available) issued in the current owner’s name or properly assigned to the current owner or other proof of ownership. For example, a bill of sale or the registration in the owner’s name or assigned to the owner.
3. A T-22R form (Request for Inspection) must be completed and submitted.
4. A T-129 (Labor and Parts Certification) completed, signed by the owner and re-builder, with signatures notarized.
5. Bill(s) of sale made out to the re-builder, listing each part used in repairing the vehicle. This bill(s) of sale must indicate whether the part was new or used. The stock number or part number must be shown along with the part name, if the part is new. If the part is used, the serial number of the parts vehicle from which the part was taken must be shown. Each parts bill of sale must be signed with the full signature of the seller.
6. A check or money order for \$50 (inspection fee) made payable to DMVS.

Upon receipt of the properly executed documents and fee, the Motor Vehicle Inspection Unit will be notified to schedule an inspection of the vehicle. If the vehicle passes inspection, the inspectors will authorize the issuance of a License Plate.

NOTE:

If the vehicle requires more than two (2) inspections by the Motor Vehicle Inspection Unit, an additional \$50.00 inspection fee will be charged for each inspection thereafter.

MOTOR VEHICLE MANUAL

BANKRUPTCY

In order for a Georgia Certificate of Title to be issued for a vehicle after an owner has filed bankruptcy; the following documents must be forwarded to Motor Vehicle Services or the County Tag Office:

1. Title Application
Must be completed in full and signed by the applicant.
2. Judge's Trustee Appointment
The Referee's (Judge's) Appointment of the Trustee (usually an attorney).
3. Bill of Sale
The Trustee's bill of sale: It must be signed by the Trustee and reflect a complete description of the vehicle (year model, make of vehicle and vehicle identification number).
4. Transfer Document
Manufacturer's Statement of Origin, (Georgia Title, if available) or out-of-state title.
5. Certificate of Inspection (Form T-22B)
Form T-22B must be completed by a Georgia law enforcement officer after a visual inspection of the vehicle's identification number. (Note: Form T-22B is not required if there is a Georgia Title on record, or an MSO or out-of-state title is submitted)
6. Lien/Security Interest Release Form (T-4)
To remove any liens shown on our records.
7. Processing Fee
\$18.00 (check or money order).

MOTOR VEHICLE MANUAL

SURETY BOND

When the proper supporting documents required by law for the issuance of a certificate of title on a motor vehicle (required to be titled in this State) cannot be obtained, a certificate of title may be obtained on the basis of a surety bond. If it becomes necessary to title on the basis of a surety bond, the following procedures must be followed:

1. Title Application

The application must be completed in full and signed by the applicant(s), reflecting the same name shown as the Principal on the Certificate of Title Bond (Form MV-46).

2. Certificate of Title Bond (Form MV-46)

Must be executed by an insurance company licensed to do business in the State of Georgia. The bond must be in the amount determined by the valuation of property listed in the Motor Vehicle Ad Valorem Assessment Manual. Note: The MV-46 form must be signed by the principal and the agent for the insurance company. These signatures are required to be witnessed (attested).

3. Affidavit for Certificate of Title Bond (Form MV-46A)

The reason why a bond is necessary must be typed on this form. Form MV-46A must be in the same name(s) as reflected on Form MV-46. This form must be signed by the applicant(s) and signature(s) must be notarized.

4. Power-of-Attorney

Completed by the insurance or bonding company, authorizing the agent to issue the title bond for the insurance or bonding company.

5. Certification of Inspection (Form T-22B)

Must be completed by a Georgia law enforcement officer or County Tag Agent after a visual inspection of the vehicle's serial plate has been made. Current title may be submitted in lieu of Form T-22B.

6. Other Ownership Documents

Any available ownership documents (bill-of-sale, title, certificate of registration, etc).

MOTOR VEHICLE MANUAL

7. Lien or Security Interest Release (Form T-4)

To remove any lien or security interest shown on our records.

8. Processing Fee

\$18.00 (check or money order).

The Georgia title must be issued within six (6) months of the date of the bond. The minimum bond amount acceptable is \$100.00, even if the vehicle's value is less than \$100.00. For verification of the bond amount, the insurance company may contact (404) 362-6482 or 362-6483.

Exclusions:

A certificate of title bond cannot be obtained to secure a Georgia Certificate of Title for an abandoned vehicle or a vehicle which is a 1985-year model or older. A certificate of title for an abandoned vehicle must be obtained pursuant to the abandoned motor vehicle procedures. A surety bond cannot be obtained for vehicles not required to be titled in the State of Georgia (e.g., mopeds or boat trailers).

ABANDONED MOTOR VEHICLES

In order for a Georgia Certificate of Title to be issued on an abandoned motor vehicle, the Abandoned Motor Vehicle Law requires the vehicle to be sold at a public sale.* A certificate of title cannot be obtained for an abandoned vehicle on the basis of a surety bond, nor can a title be issued when a vehicle is not required to be titled in Georgia, 1963-1985 year models. The following documents must be forwarded to Motor Vehicle Services.

1. Title Application
Must be completed in detail. The application must be typed in full or electronically completed, or legibly hand-printed and signed by the applicant(s).
2. Court Order
A certified copy of the Court Order that authorized the sale of the vehicle.
3. Bill of Sale
A signed bill of sale from the person authorized by the court to sell the vehicle to the applicant.
4. Certificate of Title
The current certificate of title (if available).
5. Certification of Inspection
Form T-22B completed by a Georgia law enforcement officer or County Tag Agent after a visual inspection of the vehicle's serial plate has been made (if there is no Georgia Title on record).
6. Notarized Affidavit
If the applicant and the party that was authorized to sell the vehicle are the same, a signed and notarized affidavit must be submitted stating that a public sale was held and the applicant was the highest and best bidder.
7. Lien or Security Interest Release
Form T-4 for liens or security interest holders shown on our file records to release their interests in the vehicle, if the court order does not state that the vehicle is free of all liens or encumbrances.

MOTOR VEHICLE MANUAL

8. Newspaper Advertisement

The vehicle must be advertised for sale in the newspaper. The advertisement must reflect a full vehicle description (year model, make of vehicle, and vehicle identification number). If the purchaser of the abandoned vehicle is also the seller of the abandoned vehicle, a copy of the newspaper advertisement is needed. *

10. Processing Fee

\$18.00. (check or money order).

PUBLIC SALE

“Public Sale” means a sale:

1. Held at a place reasonably available to persons who might desire to attend and submit bids; and
2. At which those attending shall be given the opportunity to bid on a competitive basis; and
3. At which the sale, if made, shall be made to the highest bidder; and
4. Except as otherwise provided in this title for advertising or dispensing with the advertising of public sales, of which notice is given by advertisement once a week for two weeks in the newspaper in which the sheriff's advertisements are published in the county where the sale is to be held, and which notice shall state the day and hour, between 10:00A.M. and 4:00 P.M., and the place of sale and shall briefly identify the goods to be sold.

ABANDONED MOTOR VEHICLE DEFINITIONS

**SECTION 40-11-1 OF THE OFFICIAL CODE OF GEORGIA
ANNOTATED**

As used in this article, the term:

- (1) “Abandoned motor vehicle,” means a motor vehicle or trailer:
 - (A) Which has been left by the owner or some person acting for the owner with an automobile dealer, repairman, or wrecker service for repair or for some other reason and has not been called for by such owner or other person within a period of 30 days after the time agreed upon; or within 30 days after such vehicle is turned over to such dealer, repairman, or wrecker service when no time is agreed upon; or within 30 days after the completion of necessary repairs;
 - (B) Which is left unattended on a public street, road, or highway or other public property for a period of at least five days and when it reasonably appears to a law enforcement officer that the individual who left such motor vehicle unattended does not intend to return and remove such motor vehicle. However, on the state highway system, any law enforcement officer or employee of the Department of Transportation to whom enforcement authority has been designated pursuant to Code Section 32-6-29 may authorize the immediate removal of vehicles posing a threat to public health or safety or to mitigate congestion;
 - (C) Which has been lawfully towed onto the property of another at the request of a law enforcement officer and left there for a period of not less than 30 days without anyone’s having made claim thereto;
 - (D) Which has been lawfully towed onto the property of another at the request of a property owner on whose property the vehicle was abandoned and left there for a period of not less than 30 days without the owner’s having made claim thereto; or
 - (E) Which has been left unattended on private property for a period of not less than 30 days without anyone’s having made claim there to.
- (2) “Motor vehicle” or “vehicle” means motor vehicle or trailer.
- (3) “Owner” means the owner, lessor, lessee, security interest holders, and all lienholders as shown on the records of the Department of Motor Vehicle Safety.

MOTOR VEHICLE MANUAL

SECTION 40-11-2

OFFICIAL CODE OF GEORGIA ANNOTATED

DUTY OF PERSON REMOVING OR STORING MOTOR VEHICLE

(a) Any person who removes a motor vehicle from public property at the request of a law enforcement officer or stores such vehicle shall, if the owner of the vehicle is unknown, seek the identity of and address of the last known registered owner of such vehicle, the owner of the vehicle as recorded on the title of such vehicle, and any security interest holder or lienholder from the law enforcement officer requesting removal of such or from such officer's agency within 72 hours of removal. The local law enforcement agency shall furnish such information to the person removing such vehicle within 72 hours after receipt of such request.

(b) Any person who removes a motor vehicle from private property at the request of the property owner or stores such vehicle shall, if the owner of the vehicle is unknown, notify in writing local law enforcement agency of the location of the vehicle, the manufacturer's vehicle identification number, license number, model, year, and make of the vehicle within 72 hours of the removal of such vehicle and shall seek from the local law enforcement agency the identity and address of the last known registered owner of such vehicle, the owner of the vehicle as recorded on the title, and any security interest holder or lienholder and any information indicating that such vehicle is a stolen motor vehicle. The local law enforcement agency shall furnish such information to the person removing such vehicle within 72 hours of such request.

(c) If any motor vehicle removed under conditions set forth in subsection (a) or (b) of the code section is determined to be a stolen motor vehicle, the local law enforcement officer or agency shall notify the Georgia Crime Information Center of the location of such motor vehicle within 72 hours after receiving notice that such motor vehicle is a stolen vehicle.

(d) If any motor vehicle removed under conditions set forth in subsection (a) or (b) of this Code section is determined not to be a stolen vehicle or is not a vehicle being repaired by a repair facility or is not being stored by an insurance company providing insurance to cover damages to the vehicle, the person removing or storing such motor vehicle shall, within seven calendar days of the day such motor vehicle was removed, notify the owner and any security interest holder or lienholder, if known by certified or registered mail of the location of such motor vehicle, the fees connected with removal and storage of such motor vehicle, and the fact that such motor vehicle will be deemed abandoned under this chapter unless the owner, security interest holder, or lienholder redeems such motor vehicle within 30 days of the day such vehicle was removed.

(e) If the owner, security interest holder, or lienholder fails to redeem such motor vehicle as described in subsection (d) of this Code section or if a vehicle being repaired by a repair facility or being stored by an insurance company providing insurance to cover damages to the motor vehicle becomes abandoned, the person removing or storing such motor vehicle shall, within seven calendar days of the day such vehicle became an abandoned motor vehicle, give notice in writing, by sworn statement, on the form prescribed by the commissioner, to the Department of Motor Vehicle Safety with a research fee of \$2.00 payable to the Department of Motor Vehicle Safety, stating the manufacturer's vehicle identification number, the license number, the fact that such vehicle is an abandoned motor vehicle, the model, year, and make of the vehicle, the date the vehicle was removed, and the present location of such vehicle and requesting the name and address of all owners, lessors, lessees, security interest holders, and lienholders of such vehicle. If the form submitted to the commissioner is rejected because of inaccurate or missing information, the person removing or storing the vehicle shall resubmit, within seven calendar days of the date of rejection, a corrected notice form to the commissioner together with an additional research fee of \$2.00 payable to the Department of Motor Vehicle Safety. Each subsequent corrected notice, if required, shall be submitted with an additional research fee of \$2.00 payable to DMVS. If a person removing or storing the vehicle has knowledge of facts that reasonable indicate that the vehicle is registered or titled in a certain other state, such person shall check the motor vehicle records of that other state in the attempt to ascertain the identity of the owner of the vehicle.

(f) Upon ascertaining the owner of such motor vehicle, the person removing or storing such vehicle shall, within five calendar days, by certified or registered mail, notify the owner, lessors, lessees, security interest holders, and lienholders of the vehicle of the location of such vehicle and of the fact that such vehicle is deemed abandoned and shall be disposed of if not redeemed.

(g) If the identity of the owner of such motor vehicle cannot be ascertained, the person removing or storing such vehicle shall place an advertisement in a newspaper of general circulation in the county where such vehicle was obtained or, if there is no newspaper in such county, shall post such advertisement at the county courthouse in such place where other public notices are posted. Such advertisement shall run in the newspaper once a week for two consecutive weeks or shall remain posted at the courthouse for two consecutive weeks. The advertisement shall contain a complete description of the motor vehicle, its license and manufacturer's vehicle identification numbers, the location from where such vehicle was initially removed, the present location of such vehicle, and the fact that such vehicle is deemed abandoned and shall be disposed of if not redeemed.

MOTOR VEHICLE MANUAL

- (h) DMVS shall provide to the Georgia Crime Information Center all relevant information from sworn statements described in subsection (e) of this Code section for a determination of whether the vehicles removed have been entered into the criminal justice information system as stolen vehicles. The results of the determination shall be provided electronically to the DMVS.
- (i) Any person storing a vehicle under the provisions of this Code section shall notify DMVS if the vehicle is recovered, is claimed by the owner, is determined to be stolen, or for any reason is no longer an abandoned motor vehicle. Such notice shall be provided within seven calendar days of such event.
- (j) If vehicle information on the abandoned motor vehicle is not in the files of the Department of Motor Vehicle Safety, the department may require such other information or confirmation as it determines is necessary or appropriate to determine the identity of the vehicle.
- (k) Any person who does not provide the notice and information required by this Code section shall not be entitled to any storage fees, shall not be eligible to contract with or serve on a rotation list providing wrecker services for this state or any political subdivision thereof, and shall not be licensed by any municipal authority to provide removal of improperly parked cars under Code Section 44-I-13.
- (l) Any person who knowingly provides false or misleading information when
- (m) Providing any notice or information as required by this code section shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished as for a misdemeanor

MOTOR VEHICLE MANUAL

ABANDONED MOTOR VEHICLE PROCESS

RESPONSIBILITY	ACTION	TIME PERIOD
Wrecker Service (if owner unknown)	Requests name and address of owner from law enforcement ordering removal	72 hours after removal
Wrecker Service (if owner unknown)	Notifies in writing local law enforcement that vehicle was removed from private property	72 hours after removal
Law Enforcement (if vehicle stolen)	Notifies GCIC Notify wrecker service.	72 hours after receiving notice of vehicle being stolen
Wrecker Service (if owner known) NOTE: For simplification purposes, the term "wrecker service" has been used to denote the person removing or storing the vehicle.	If vehicle not stolen, <u>notifies</u> owner and any security interest holder or lienholder NOTE: Notification to include location, fees, and that vehicle will be abandoned in 30 days. Notice by certified or registered mail.	7 days after vehicle's removal
Law Enforcement (if vehicle not stolen)	Provides name and address of owner to wrecker service if information available If owner information is not available, advises wrecker service.	72 hours of request
Wrecker Service (if owner does not redeem <u>or</u> vehicle being repaired or being stored by insurance company becomes abandoned.)	Notifies MVS on form MV-603 with \$2.00 fee. If wrecker service knows that vehicle might be registered out-of-state, ownership information should be requested from that state.	7 days of the date the vehicle becomes abandoned
Motor Vehicle Services	Provides a printout of both tag and title information for vehicle ID# recorded on form MV-603 if form properly executed and fees paid. Places a stop notation on vehicle ID# recorded on form MV-603.	Every effort will be made to complete request within 7 days of receipt.

MOTOR VEHICLE MANUAL

ABANDONED MOTOR VEHICLE PROCESS

(Continued)

RESPONSIBILITY	ACTION	TIME PERIOD
Wrecker Service (once information received from MVS)	Notifies owner, lessors, lessees, security interest holders and lienholders by certified or registered mail of location of vehicle, and that vehicle is abandoned and will be disposed of if not redeemed.	5 days
Wrecker Service (If MVS records have no information regarding owner)	Advertise in paper of general circulation in county where vehicle obtained Or If no paper, at county courthouse	1 time a week for 2 consecutive weeks 2 consecutive weeks
MVS (Notice of abandonment)	Provides electronic information regarding abandoned vehicle to Georgia National Crime Information Center	
Wrecker Service (after final disposition of vehicle)	Notifies MVS by sending applicable part of MV-603	Within 7 days after final disposition of vehicle
Motor Vehicle Services	Removes stop notification from vehicle ID# when disposition part of MV-603 is received.	

FORECLOSURES

In order for a Georgia Certificate of Title to be issued on a vehicle when court action has been taken (foreclosure), the following documents must be submitted to Motor Vehicle Services :

1. Title Application (MV-1)

Must be completed in detail. The application must be typed in full or electronically completed or legibly hand-printed and signed by the applicant(s).

2. Court Documents

A certified copy of all court records. If the court order does not give a description of the vehicle, a levying order signed by the Sheriff must be obtained, reflecting a complete description of the vehicle (model year, make and identification number). If the court order states that the vehicle is to be sold at a "public sale" and the person authorized to sell the vehicle is the same as the applicant, the applicant must submit a signed and notarized affidavit stating that they were the highest bidder. The affidavit must include a complete description of the vehicle (including year model, make of vehicle and vehicle identification number). Proof of advertisement in the newspaper must also be attached with other documents.

3. Affidavit of Repossession (Form T-16)

Must be completed if this vehicle was sold after repossession pursuant to court action.

4. Bill-of-Sale

A signed bill-of-sale to the applicant showing a complete chain-of-ownership. The bill of sale must reflect the complete description of the vehicle (year model, make of vehicle and vehicle identification number).

5. Transfer Documents

Manufacturer's Statement of Origin, Georgia Title, or out-of-state title, or Georgia title if available.

6. Certification of Inspection (Form T-22B)

If the valid title or MSO is not available, then Form T-22B, must be completed by a Georgia law enforcement officer or County Tag Agent (after a visual inspection of the vehicle's serial plate has been made) and forwarded with other documents.

7. Lien or Security Interest Release (Form T-4)

Must be obtained if there is a lien/security interest holder on record, and the court order does not state that the vehicle is free of all liens or encumbrances.

MOTOR VEHICLE MANUAL

8. Processing Fee

\$18.00 (check or money order).

MOTOR VEHICLE MANUAL

JUDGMENT LIEN

In order for a Georgia title to be issued reflecting a Judgment Lien, the following procedures must be followed and the following documents submitted to Motor Vehicle Services :

1. Title Application

Completed in the same name as the owner(s) shown on the Georgia title of record. The application must be signed by an authorized representative of the Judgment lienholder, and must reflect all recorded security interests and/or lienholders' names and addresses.

2. Certified Copy of Judgment (Fieri Fascias or FiFa)

The title application and the title of record must be in the same name as shown on the FiFa.

3. Notice of Lien (Form T-53A) and Georgia Title

- a. Form T-53A must be completed in detail by the Judgment lienholder. Form T-53A, certified copy of Judgment (FiFa), and title application must be forwarded to the Georgia Certificate of title holder with a check or money order in the amount of \$18.00 (payable to DMVS or County Tag Office). The FiFa Form, T-53A, title application, and check or money order must be forwarded to the title holder, "Registered Mail, Return Receipt Requested." If these forms are hand-carried to the title holder, a receipt for proof of delivery must be obtained.
- b. The vehicle owner (provided owner is not the holder of the title) must be notified by forwarding a copy of Form T-53A to the owner by "Registered Mail, Return Receipt Requested".
- c. The title holder is required to retain the Notice of Lien and all attachments for ten (10) days.

MOTOR VEHICLE MANUAL

- d. If the lien has not been contested or satisfied in this period of time, the Georgia Certificate of Title, Form T-53A, certified copy of FiFa, \$18.00 check or money order and the title application must be forwarded to Motor Vehicle Services by the title holder.

If the title holder fails to forward the title and other documents, then the Judgment lien holder must submit the following to Motor Vehicle Services for processing:

1. T-53A Form
2. A certified copy of the FiFa
3. \$18.00 check or money order
4. MV-1 Title Application
5. Proof of notification - receipt from title holder or "Registered Mail" receipt completed by Postal authorities verifying delivery or delivery attempt.

MOTOR VEHICLE MANUAL

NAME CHANGE DUE TO MARRIAGE

In order for a Georgia Certificate of Title to be issued in a person's married name, the following documents must be submitted to Motor Vehicle Services or County Tag Office:

1. Title Application
Completed in detail in the married name, typed in full, or electronically completed, or legibly hand-printed and signed.
2. Transfer Document
The valid certificate of title, or Manufacturer's Statement of Origin(MSO). The supporting document must be issued in the applicant's maiden name or properly assigned to the maiden name.
3. Marriage License
A copy of the Marriage License.
4. Lien/Security Interest Release (Form T-4)
Lien or security interest shown on the supporting documents must be released or shown on the new title application. If the lien has not been satisfied, the lien holder must provide a letterhead statement authorizing Motor Vehicle Services to issue a title in the owner's married name. In this case, the lien does not have to be released and the application (MV-1) must reflect the lien information.
5. Processing Fee
\$18.00 (check or money order made payable to DMVS or the applicable County Tag Agent).

MOTOR VEHICLE MANUAL

MOTOR VEHICLE MANUAL

NAME CHANGE DUE TO DIVORCE

In order for a Georgia Certificate of Title to be issued in the name of the person awarded a vehicle after divorce, the following documents must be submitted to Motor Vehicle Services or County Tag Office:

1. Title Application

Must be completed in detail, typed in full or electronically completed and printed and signed by the applicant.

2. Transfer Document

Valid title or Manufacturer's Statement of Origin.

3. Divorce Decree

A certified copy of the Divorce Decree awarding the vehicle to the applicant. The Divorce Decree should give a complete description of the vehicle (vehicle identification number, year, and make). However, most divorce decrees will only reflect the make and year model of the vehicle, which is acceptable.

4. Lien/Security Interest Release (Form T-4)

A release of lien or security interest release from the lien or security interest holder shown on the supporting documents. If the account has been transferred, the lien must be shown on the MV-1 title application. In lieu of a transfer agreement the lien holder may provide a letterhead statement authorizing the issuance of a title in the name of the person awarded the vehicle. In this case the lien information must be shown on the title application .

5. Processing Fee

\$18.00 (check or money order).

NOTE: An owner has ninety (90) days to apply for a Georgia Certificate of Title after the Divorce Decree is final. Failure to do so will result in a penalty fee of \$10.00 being assessed. If documents are not in order and have to be rejected, they must be returned to Motor Vehicle Services or applicable county tag agent within sixty (60) days of the rejection notice or an additional penalty fee of \$10.00 will be assessed. If penalties are due, they must be remitted to DMVS or County Tag Agent, with the

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supporting documents. (e.g. The check or money order should be made payable to DMVS or county tag agent.)

REPOSSESSION

In order for a Georgia Certificate of Title to be issued on a Repossessed vehicle, the following documents must be submitted to Motor Vehicle Services or County Tag Office:

A. GEORGIA TITLE ON RECORD

1. Title Application

Completed in detail, typed in full or electronically completed, or legibly hand-printed, and signed by the applicant(s). The name(s) must be the same as shown on the supporting documents (either in the reposessor's name or in the purchaser's name).

2. Title

The previous Georgia Title in the person's name from whom the vehicle was repossessed (if available). If the Georgia Title is not in the name of the person from whom the vehicle was repossessed, the title must be submitted properly assigned to that person.

3. Contract

When the reposessor is not perfected on the face of the Georgia Title as the lien or security interest holder, the following documents are needed:

- a. A copy of the contract between the record lien or security interest holder and the person from whom the vehicle was repossessed; or
- b. A copy of the contract between the record lien or security interest holder and the person from whom the vehicle was repossessed, properly assigned to show that all rights of the contract were assigned to the reposessor.

4. Affidavit of Repossession (Form T-16)

Must be completed by the reposessor and signed by an authorized representative of the reposessor, with the signature notarized. Bills of sale are acceptable with a non-conforming Georgia Title or the vehicle is exempt from the odometer declaration requirements. If the Georgia Title is lost, and the odometer declaration is required, the reposessor must apply for a Georgia Title in their name first, before the vehicle can be transferred.

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5. Lien/Security Interest Holder Notification

If the first lien or security interest holder repossesses the vehicle, they must notify any additional lien or security interest holders by "Registered Mail, Return Receipt Requested," advising them of the repossession. The additional lien or security interest holders are not required to execute a lien or security interest release.

6. Processing Fee

\$18.00 (check or money order).

Note: Repossession form (T-16) must show notary's seal or stamp.

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B. NO GEORGIA TITLE ON RECORD

1. A title application must be completed in detail. The application must be typed in full or electronically completed, or legibly hand-printed and signed by the applicant (s) who must be a resident of the state of Georgia.
2. The out-of-state title or manufacturer's statement of origin issued in the name of the person from whom the vehicle was repossessed or properly assigned to that person.
3. Applications supported by an out-of-state title or, manufacturer's statement of origin which do not include the reposessor's name, must be submitted with either of the following:
 - a. A copy of the contract between the reposessor and the person from whom the vehicle was repossessed; or
 - b. A copy of the contract between the record lien or security interest holder and the person from whom the vehicle was repossessed, properly assigned to show that all rights of the contract were assigned to the reposessor.
4. Form T-16 (Affidavit of Repossession) or an Affidavit of Repossession from the state where the title or registration certificate was issued completed by the reposessor. Form T-16 must be signed by an authorized representative of the reposessor and the signature notarized. A complete chain-of-ownership must be shown from the reposessor to the applicant who must be a resident of the state of Georgia.
5. Processing Fee. \$18.00 (Check or Money Order)

NOTE:

We will only process an out-of-state title supported by a repossession form when the title application is in the name of a resident of Georgia in which a "retail" sale has taken place.

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FLOOR PLAN

In order for a Georgia Certificate of Title to be issued on a vehicle that has been repossessed by means of a Floor Plan, the following documents must be submitted to Motor Vehicle Services or the County Tag Office:

1. A title application must be completed in detail. The application must be typed in full or electronically completed, or legibly hand-printed and signed by the applicant(s).
2. The proper supporting documents: Manufacturer's Statement of Origin, current Georgia Title or out-of-state title. The supporting document must be issued in the dealer's name from whom the vehicle was repossessed or properly assigned to the dealer. If there is a Georgia Title on record issued in the dealer's name from whom the vehicle was repossessed, the title must be submitted (if available).
3. Form T-16 (Affidavit of Repossession) completed by the reposessor. This form must be signed by an authorized representative of the reposessor and must bear a notary's signature and seal or stamp. The authorized representative's name must agree with the authorized signature. A complete chain-of-ownership must be submitted from the reposessor to the applicant. Bills of sale are acceptable with a non-conforming Georgia Title* and for vehicles exempt from the odometer declaration requirements; but are not acceptable when used with a conforming Georgia title** and for vehicles not exempt from the odometer declaration requirements. If the Georgia title is lost, the reposessor must apply for a Georgia title in their name first before the title can be transferred for vehicles where an odometer declaration is required.
4. A copy of the floor plan between the reposessor and the dealer from whom the vehicle was repossessed.
5. The title fee of \$18.00. DO NOT REMIT CASH. Remit check or money order for total fees due.

*Non-Conforming Georgia Title - a certificate of title with a revision date before 3/88 that does not contain the language required by the Federal Truth in Mileage Act.

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****Conforming Georgia Title** - a certificate of title with a revision date of 3/88 or later which contains the language required by the Federal Truth in Mileage Act.

JOINT TENANTS WITH RIGHTS OF SURVIVORSHIP

Joint Tenants with Rights of Survivorship means that two owners will be placed on the title, once issued. In the event of the death of one owner, the other owner will become the sole owner of the vehicle (barring any liens or perfected security interests). In order for a Georgia Certificate of Title to be issued on a vehicle reflecting "joint tenants with rights of survivorship", the following documents must be forwarded to Motor Vehicle Services or the County Tag Office:

1. Title Application
Must be completed in detail reflecting one of the following legends: "Joint Tenants and Not as Tenants in Common" or "Joint Tenants with Survivorship". The application must be typed in full or electronically completed, or legibly hand-printed and signed by the owners.
2. Transfer Documents
Current certificate of title or manufacturer's statement of origin. The supporting documents must be issued in the owners' names shown on the title application or properly assigned to the owner(s).
3. Lien/Security Interest Release (Form T-4)
Liens or security interest shown on the supporting documents must be shown on the title application or be properly released.
4. Processing Fee
\$18.00 (check or money order).

NOTE: The following brand/legend will print on the face of the title when issued:

Joint Tenants With Rights of Survivorship

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NOTES:

1. When a certificate of title reflecting one of the joint tenant legends is transferred to a new owner, all owners shown on the face of the title must sign the first assignment on the back of the title.
2. When an application is made omitting one of the owners shown on the original certificate of title and the legend "Joint Tenants with Rights of Survivorship" is reflected and one of the owners is deceased, a copy of the death certificate must be submitted with the supporting documents.
3. These legends must be requested and do not automatically transfer from title to title.

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INHERITANCE

The purchaser of a motor vehicle from an estate must apply for a Georgia Certificate of Title in their name within 90 days of the purchase of the vehicle. Failure to do so will result in a \$10.00 penalty fee being assessed. If the transfer/supporting document was issued in a company's name and the deceased person was the sole owner of this company, an affidavit to this effect must be included from the city clerk where the company is located.

A penalty fee for failure to apply for a title within 90 days does not apply to the inheritor making application for title.

INHERITANCE DOCUMENTS

1. T-20 (Affidavit of Inheritance) - This document can be used to transfer ownership to the inheritor when the deceased left no Will. A certified copy of the deceased's death certificate must accompany this form.
2. T-20A (Affidavit of Inheritance-Non-Probated Will with Limited Assets). This document must be accompanied by a legible copy of the Non-Probated Will (with limited Assets) and a certified copy of the deceased's death certificate.
3. Letters of Testamentary/Administration
4. Year's Support – Document awarding a widow(er) support and authorization to title a motor vehicle in his or her name.

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PROBATED LAST WILL AND TESTAMENT

A. Georgia Title on Record

In order for a Georgia Certificate of Title to be issued on a vehicle after inheritance, when there is a Georgia Title on record and a Probated Will, the following documents must be forwarded to Motor Vehicle Services or County Tag Office:

1. Title Application - (MV-1) Completed in detail, typed or electronically completed, or legibly hand-printed and signed by the applicant.
2. Georgia Title - The Georgia Title issued in the deceased person's name (if available). If the Georgia Title was not issued in the deceased person's name, the title must be submitted properly assigned to the deceased person.
3. Lien/Security Interest Release (Form T-4) - The lien or security interest shown on the title must be released in the spaces provided on the title or form T-4 must be completed.
4. Letters of Testamentary, Permanent Letters of Administration, or Year's Support. If the Year's Support is submitted, the person granted the Year's Support must title the vehicle in their name before transferring ownership. The Year's Support must show the complete description of the vehicle (year model, make of vehicle, and vehicle identification number).
5. Bill of Sale - If the executor of the Estate is not titling the vehicle in his/her name, and there is a non-conforming title; a signed bill of sale may be submitted in lieu of the assignment. If the Georgia Title is a conforming title, a bill of sale is not acceptable and the executor must complete the assignment on the reverse side of the title. If the title is unavailable, the executor must apply for title in their name first. If there is more than one executor, only one executor is required to sign the transfer document.
6. Processing Fee - \$18.00 (check or money order).

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B. No Georgia Title on Record

In order for a Georgia Certificate of Title to be issued on a vehicle that has been inherited where there is no Georgia Title on record and there is a Probated Will, the following documents must be submitted to Motor Vehicle Services or the County Tag Office:

1. Title Application

Completed in detail, typed in full or electronically completed, or legibly hand-printed and signed by the owner(s).

2. Transfer Documents

The Manufacturer's Statement of Origin or out-of-state title must be submitted in the deceased person's name or properly assigned to the deceased person.

3. Lien/Security Interest Release Form (T-4)

Any lien or security interest shown on the MSO or out-of-state title must be released, or a Lien/Security Interest Release (Form T-4) must be completed and signed by lien/security interest holder.

4. Letters of Testamentary, Permanent Letters of Administration or Year's Support. If the Year's Support is submitted, the person granted the Year's Support must title in their name before transferring ownership. In addition, the Year's Support must show a complete description of the vehicle (year model, make of vehicle, and vehicle identification number).

5. Processing Fee

\$18.00 (check or money order).

NOTE: If the vehicle is exempt from the odometer declaration requirements, the executor is not required to title in their name. The executor can complete the title assignment on reverse of title, or use a bill of sale.

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NOTE: If the named Executor of the Estate is deceased, Temporary Letters of Administration may be obtained. The person named as executor in the Temporary Letters of Administration may apply for a title in the name of the Estate, only, by submitting a copy of it with the properly completed title application in the name of the estate, the title (if available) and the title fee of \$18.00. The temporary executor may not sell the vehicle without Permanent Letters of Administration.

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NO PROBATED WILL

The purchaser of a motor vehicle from an estate must apply for a Georgia Title in their name within 90 days after the purchase of the vehicle. A \$10.00 penalty fee will be assessed for failure to apply for a title within this time frame. If the title was issued in a company's name and the deceased person was the sole owner of this company, an affidavit to this effect must be submitted from the city clerk where the company is located.

A. Georgia Title on Record

In order for a Georgia Certificate of Title to be issued on a vehicle that has been inherited and there is a Georgia Title on record and no Will, the following documents must be forwarded to Motor Vehicle Services or County Tag Office:

1. Title Application

Completed in detail in the name of the inheritor and signed by the inheritor.

2. Georgia Title

The Georgia Title issued in the deceased person's name must be submitted (if available). If the Georgia Title was not issued in the deceased person's name, the title must be properly assigned to the deceased person and the title must be submitted.

3. Lien/Security Interest Release (Form T-4)

Liens or security interests shown on the Georgia Title must be released in the spaces provided on the title, or a Lien/Security Interest Release (Form T-4) must be completed and signed by lien/security interest holder.

4. Affidavit of Inheritance (T-20)

Completed in the inheritor's name. This form must be completed by the inheritor(s), signed and notarized. If there is only one heir, a certified copy of No Administration Necessary may be submitted in lieu of the Affidavit of Inheritance (T-20).

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5. Death Certificate

A certified copy of the death certificate. Death certificate must be submitted anytime Form T-20 or T-20A is used.

6. Processing Fee

\$18.00 (check or money order).

In order for a Georgia Certificate of Title to be issued on a vehicle that has been inherited where there is no Georgia Title on record and there is no Will, the following documents are needed.

B. No Georgia Title on Record

1. A title application completed in detail in the inheritor's name(s). This application must be typed in full or electronically completed, or legibly hand-printed and signed by the applicant(s).
2. The original manufacturer's statement of origin or out-of-state title must be submitted in the deceased person's name or properly assigned to the deceased person.
3. All Liens or security interests shown on the manufacturer's statement of origin or out-of-state title must be released in the spaces provided on the title, or a lien/security interest release (Form T-4) form completed and submitted (signed by an authorized representative of the lien/security interest holder).
4. A certified copy of the death certificate must be submitted any time a T-20 (Affidavit of Inheritance) or T-20A (Affidavit of Inheritance with Limited Assets) is used.
5. A T-20 (Affidavit of Inheritance) form completed in the deceased person's name shown on the supporting documents must be submitted. This form must be completed by the inheritor(s), signed and notarized. If there is only one heir, a certified copy of No Administration Necessary may be submitted in lieu of the Affidavit of Inheritance (T-20).
6. A check or money order for the \$18 title fee must be remitted made payable to DMVS or the County Tag Agent (when application is made to the county).

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NON-PROBATED WILL WITH LIMITED ASSETS

In order for a Georgia Certificate of Title to be issued on a vehicle that has been inherited and the deceased left a Will with limited assets that is not to be probated, the inheritor may obtain a certificate of title in his or her name. The following documents and fees are required to be submitted together to Motor Vehicle Services or the County Tag Office:

1. A title application must be completed in detail in the inheritor's name(s). The application must be typed in full or electronically completed, or legibly hand-printed and signed by the inheritor(s).
2. The Manufacturer's Statement of Origin or certificate of title in the deceased person's name or properly assigned to the deceased person. If the vehicle was titled in Georgia in the deceased person's name, the title should be submitted (if available).
3. A release for any lien or security interest shown on the supporting documents.
4. A copy of the non-probated Will and the deceased party's death certificate with Form T-20A (Affidavit of Inheritance of a Motor Vehicle, Non-Probated Will with Limited Assets) completed by the inheritor.
5. The title fee of \$18.00. DO NOT REMIT CASH. Remit check or money order for the total fees due.

If the supporting document was issued in a company's name and the deceased person was the sole owner of this company, an affidavit to this effect must be submitted from the city clerk where the company is located.

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YEAR'S SUPPORT

If a Year's Support was issued, the person granted the Year's Support must title the vehicle in their name before transferring ownership. The following documents must be submitted to Motor Vehicle Services or the owner's county of residence:

1. Properly completed title application in the person's name awarded the Year's Support. This application must be typed or electronically completed or legibly hand-printed and signed by the applicant.
2. A certified copy of the Year's Support must be submitted. This document must show a complete description of the vehicle (e.g. Year model, make, and vehicle identification number).
3. The current Certificate of Title in the deceased's name should be submitted if available. If the title was not issued in the deceased's name, then it must be submitted properly assigned to the deceased.
4. A release of lien (form T-4) must be submitted for all liens or security interests reflected on the title of record.
5. A check or money order for the total fees due, should be made payable to DMVS or County Tag Agent (if submitted to the county tag agent).

If the Georgia Certificate of Title is issued in a company's name and the deceased person was the sole owner of the company, an affidavit to this effect must be submitted from the City Clerk's Office in the city where the company was located.

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TRUST

In order for a Georgia Certificate of Title to be issued once a “Trust” has been established, the following documents and fees need to be submitted to Motor Vehicle Services or the appropriate county tag office:

1. A Title Application must be completed and submitted reflecting the trust as the legal owner. The application must be typed or electronically completed, or legibly hand-printed and signed by the trustee (e.g. John Doe, Trustee for the ABC Trust.)
2. The valid Certificate of Title or Manufacturer’s Statement of Origin in the Trust’s name or properly assigned to the Trust, must be submitted.
3. Copies of the pages from the Trust document appointing the trustee of the established Trust.
4. The required title processing fee in the amount of \$18.00. The title must be applied for in the name of the “trust” within ninety (90) days of the transfer date or a \$10.00 penalty fee will be assessed.

In order to transfer an existing Georgia Title in the name of a “Trust”, the following documents are submitted to Motor Vehicle Services or the County Office.

Revocable “Living” Trust:

1. Title Application
A title application must be completed in full and properly signed.
2. Transfer Documents
The Georgia Certificate of title in the name of the trust properly assigned by the “Trustee” to the new owner.
3. Trust
A copy of the revocable “Living” Trust that reflects the name of the Trustee.
4. Processing Fee
\$18.00 (check or money order)

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If the custodian is deceased and the Trust was irrevocable, the appointed trustee may sell the vehicle, if permitted by the terms of the document creating the trust.

Irrevocable "Living" Trust:

1. Title Application

The title application must be completed in full in the new owner's name and properly signed.

2. Transfer Document

The Georgia Certificate of title in the name of the established Trust properly assigned over to the new owner by the appointed trustee.

3. Death Certificate

Copy of the death certificate for the custodian of the Trust.

4. TRUST

A copy of the document that created the trust.

5. Processing Fee

\$18.00 (Check or Money Order)

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GUARDIANSHIP

When applying for a Georgia Certificate of Title on a vehicle where a guardian has been appointed, the following documents must be forwarded to Motor Vehicle Services or the County Tag Office:

1. Title Application
Completed in detail, typed in full or electronically completed or legibly hand-printed in the name of the ward and signed by the guardian.
2. Transfer Documents
The Georgia Certificate of Title (if available). If no Georgia Title has been issued, the Manufacturer's Statement of Origin, or out-of-state title must be submitted.
3. Appointment of Guardian
A certified copy of the Appointment of the Guardian issued by the Probate Judge.
4. Processing Fee
\$18.00 (check or money order).

Before the Guardian can sell the vehicle, special written permission must be obtained from the Probate Judge.

The following documents must be submitted to Motor Vehicle Services or the County Tag Agent.

1. Title Application
Completed in detail, typed in full or electronically completed, or legibly hand-printed in the name of the current owner and properly signed.
2. Transfer Documents
The current Certificate of Title properly assigned to the new owner by the guardian.
3. Court Order Document
The court order signed by the probate judge authorizing the guardian to sell the vehicle.
4. Processing Fee
\$18.00 (check or money order)

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GOVERNMENT SURPLUS OR SEIZED VEHICLES

In order for a Georgia Certificate of Title to be issued on a vehicle that was government surplus or seized by the government, the following documents must be submitted to Motor Vehicle Services or the County Tag Office:

1. Title Application
Completed in detail, typed in full or electronically completed, or legibly hand-printed in the name of the buyer shown on the Government Form 97. The application must be signed by the applicant.
2. Government Form (97)
Photocopies are not accepted by Motor Vehicle Services.
3. Certification of Inspection (T-22B)
Form T-22B must be completed by a Georgia law enforcement officer or County Tag Agent after a visual inspection of the vehicle's serial plate has been made.
4. Transfer Document
The current certificate of title (if available).
5. Processing Fee
\$18.00 (check or money order).

NOTE: If a dealer is shown as the buyer on the Government Form 97, he is not required to title the vehicle in the dealer's name before transferring ownership. In this case, a signed bill of sale from the dealer to the applicant is acceptable in order to show a complete chain of ownership.

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SEIZURES DUE TO TAXES OWED

In order for a Georgia Certificate of Title to be issued on a vehicle that has been seized by the Federal Government for taxes due, the following documents must be forwarded to Motor Vehicle Services or County Tag Office:

1. A Title Application must be completed in detail, typed in full or electronically completed, or legibly hand-printed in the same name(s) as the buyer shown on the Government Form 2435.
2. T-22B - Certificate of Inspection
Form T-22B must be completed by a Georgia law enforcement officer or County Tag Agent after a visual inspection of the vehicle's serial plate has been made.
3. Original Government Form 2435
If a dealer is shown as the buyer on Government Form 2435, the dealer is not required to title in the dealership's name before transferring ownership. A signed bill of sale from the dealer to the applicant is acceptable to show a complete chain of ownership.
4. Processing Fee
\$18.00 (check or money order).

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MINORS (TITLE ISSUED IN THE NAME OF)

“Under the Georgia Transfers to Minors Act”, a certificate of title may be issued as long as it reflects the name of an adult or trust company on the title with the minor child.

The following documents must be submitted to Motor Vehicle Services or County Tag Office

1. Title Application
Properly completed in the name of the minor child and the custodian, and properly signed by the custodian.
2. Transfer Documents
The valid Certificate of Title, or Manufacturer’s Statement of Origin (MSO). The assignment on the transfer document must reflect the minor as well as an adult or trust company as custodian.
3. Processing Fee
\$18.00 (Check or Money Order)

Note: The following notation will appear on the Georgia Certificate of Title:

(NAME OF CUSTODIAN) AS CUSTODIAN FOR (NAME OF MINOR) UNDER
“THE GEORGIA TRANSFERS TO MINORS ACT”

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GEORGIA CERTIFICATE OF TITLE - LOST IN THE MAIL

Georgia law allows for the replacement of the original Georgia title “lost” in the mail before receipt by the owner of the vehicle. This will only apply when an application for the replacement of the lost title is received within 60 days from the issuance date of the original title. A fee is not charged under these circumstances.

The following documents must be submitted to Motor Vehicle Services or the County Tag Agent.

1. Title Application
Completed in the same name as the owner(s) shown on the Georgia title of record and signed by the owner(s).
2. Form T-216 Affidavit (Report of a Georgia Certificate of Title Lost in the Mail)
This form must be completed in full (typed, legibly hand written or electronically completed and printed) and signed by the current owner and properly notarized. Any alterations will void this form.

Note(s):

An attorney-in-fact cannot complete this form. If this form is not received within sixty (60) days from the date of the issuance of the original title, the \$8.00 replacement title-processing fee is required.

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REPLACEMENT TITLE APPLICATIONS AND SIGNATURES

Conditions:

A lien or security interest holder will be considered a personal representative of a vehicle owner if a lien or security interest holder is recorded on the current Georgia Title and the lien or security interest is not satisfied. Under these conditions, an authorized employee of the recorded lien or security interest holder may sign a replacement title application for the owner(s) if the original, current title is lost or stolen and the lien or security interest is not satisfied.

The following documents and fee must be submitted to Motor Vehicle Services or County Tag Office.

1. Title Application

Properly typed, electronically printed or hand-printed legibly in blue or black ink in the current owner(s) name and current address. The owner(s) can sign the application. A person the owner(s) names in a power-of-attorney can sign the application or a person that is directly employed with the lien holder or security interest holder on the current Georgia Title record may sign the form. If an employee signs, the employee's position with the company must be printed beside the employee's signature. Except for the owner's Georgia address, the information on the replacement title application must be the same information recorded on the original title.

2. Supporting Document

An original letter from the lien or security interest holder on the lien or security interest holder's letterhead stationery requesting the replacement of a title in the owner's name. The letter must include the vehicle's year, make and vehicle identification number and the letter must be signed by an authorized representative of the lien or security interest holder.

Authorization to sign the owner's name on an application for a replacement title cannot be passed on to another individual or company.

3. Processing Fee

\$8.00 replacement title application fee in the form of a check or money order made payable to DMVS or the County Tag Agent as applicable. If the application is submitted to Motor Vehicle Services in-person or mailed in to expedited title services, an additional fee of \$10.00 must be paid.

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Note: When submitting title documents (by mail) to be processed expeditiously, you must clearly indicate on the outside of the envelope: Attn: **Expedited Processing**. There is a \$10.00 Special Handling Fee.

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STATE SURPLUS PROPERTY - DOAS

The State of Georgia's Department of Administrative Services (DOAS) is charged with the responsibility of selling state vehicles.

The following documents are to be submitted to Motor Vehicle Services or the County Tag Office.

1. Title Application
Completed in detail in the owner's name and properly signed and typed or electronically completed, or legibly hand-printed.
2. Transfer Document
The Georgia Certificate of title must be properly assigned over to the State of Georgia - Department of Administrative Services (DOAS) in the first assignment. DOAS will use the second assignment to show the new owner(s) name. A selling dealer number is not required.
3. Processing Fee
\$18.00 (Check or Money Order)

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CHILD SUPPORT LIENS

The Child Support Enforcement Agency of the Department of Human Resources and its contractors will determine the vehicles titled in the name of the parent that owes child support. This agency will also complete and submit by “certified mail” the following forms to the title holder for the perfection of a child support lien.

For purposes of placing a child support lien, the “obligator”/owner is the parent that owes child support.

1. Title Application

Properly typed, electronically printed or hand-printed legibly in blue or black ink with the owner’s name and current address. The application must also show any current lien or security interest plus the child support lien. An authorized representative of the agency should sign the application.

2. Notice of Child Support Lien (Form T-53A)

- a. Form T-53A must be completed in detail by the agency reflecting the owner’s social security number.

4. No fee is paid to perfect a child support lien.

The person holding the title is required by law to hold the documents for ten (10) days. If the lien is not satisfied during that period, the holder of the title is required to submit the title application and Form T-53A to Motor Vehicle Services together with the title. If the title holder does not have possession of the title, all forms should be forwarded to Motor Vehicle Services with a note indicating that the title is unavailable and the reason it is unavailable.

If the person holding the title **fails** to comply, the Child Support Enforcement agency shall apply directly to Motor Vehicle Services for a title reflecting their lien by submitting the following documents:

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For purposes of placing a child support lien, the “obligator”/owner is the parent that owes child support.

1. Title Application

Properly typed, electronically printed or hand-printed legibly in blue or black ink with the owner’s name and current address. The application must also show any current lien or security interest plus the child support lien. An authorized representative of the agency should sign the application.

2. Notice of Child Support Lien (Form T-53A)

Form T-53A must be completed in detail by the Child Support Enforcement agency reflecting the owner’s social security number.

3. Green Return Receipt Request Card(s)

All mail sent to the owner must be sent “certified mail”. If the initial request is not complied with, the agency must submit the green card.

4. No fee is paid to perfect a child support lien.

Note:

When documents are received in the office of Motor Vehicle Services, a ‘ten (10) day letter (by certified mail, return receipt requested) is sent to the parent again allowing them ten (10) days to either pay or contest the lien. If a letter is received contesting the lien, the lien is still recorded on the title and mailed to the first lien or security interest holder.

A copy of the letter contesting the lien is forwarded to the Department’s Title Board for review.

Applications and other correspondence regarding Child Support liens should be addressed to

Attention: Child Support Lien Unit
Motor Vehicle Services
Post Office Box 740381
Atlanta, GA 30374-0381

MOTOR VEHICLE MANUAL

MOTORCYCLES-SCOOTERS

In order for a Georgia Certificate of Title to be issued for a Motorcycle or Scooter, all of the following conditions must apply.

Conditions:

- The motorcycle/scooter must be manufactured for lawful highway use.
- The motorcycle/scooter must exceed 30 miles per hour on a level road surface.
- The motorcycle/scooter engine must be at least 50 (cc) cubic centimeters.
- The motorcycle/scooter must have more than two (2) horsepower.
- The motorcycle/scooter must be insured.

When these conditions apply, the following documents and fees should be submitted to the County Tag Office or Motor Vehicle Services.

1. Title Application
Properly typed, electronically printed or hand-printed legibly in blue or black ink in the current owner(s) name and address. The applicant(s) or an authorized representative of the applicant(s) must properly sign the title application. Authorization document (power-of-attorney) must be submitted when signed by a representative.
2. Title Document
 - A. *Manufacturer's Statement of Origin (MSO) issued on a secure document. If the MSO states "off terrain vehicle" a title will not be issued; or
 - B. *Original, valid out-of-state title in the applicant's name(s) or properly assigned to the applicant; or
 - C. Original valid Georgia Certificate of Title properly assigned to the applicant.
3. Fees
Check or money order for the title fees due made payable to the County Tag Agent or DMVS.
4. Supporting Documents
Such as Power of Attorney, Dealer Reassignment Form, etc.

*If the MSO or out-of-state title does not indicate the required conditions` to title, Form T-228, must accompany the application indicating such conditions do apply in regard to the motorcycle or scooter that is to be titled.

MOTOR VEHICLE MANUAL

LOAN ASSUMPTION

In order for a Georgia Certificate of Title to be issued in the new owner's name after assuming the loan of the former owner, the following documents must be submitted to Motor Vehicle Services or the County Tag Office.

1. **Title Application**

Properly typed, electronically printed or hand-printed legibly in blue or black ink in full and signed by the applicant(s).

2. **Title Document**

The current certificate of title must be submitted (properly assigned to the applicant.) The title assignment must be signed by the previous owner(s) or an authorized representative of the owner(s) may sign with the submission of a properly completed Power of Attorney form.

3. **Loan Contract**

A copy of the transfer of the contract or account should be submitted or the lien or security interest shown on the current title must be released.

4. **Fee**

Title processing fee of \$18. There is also a late penalty fee of \$10 for failure to make application within 90 days from the purchase/acquisition date.

MOTOR VEHICLE MANUAL

MOTOR VEHICLE MANUAL

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#138 Atkinson County
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Phone: (912) 632-5614

#150 Baker County
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#066 Barrow County
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#080 Berrien County
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#005 Bibb County
James R. Davis, Tax Commissioner
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#098 Bleckley County
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#141 Brantley County
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#061 Brooks County
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MOTOR VEHICLE MANUAL

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#102 Butts County
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#121 Calhoun County
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#096 Camden County
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#020 Carroll County
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#037 Catoosa County
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#147 Charlton County
Monroe "Bo" Todd, Tax Commissioner
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#003 Chatham County
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#076 Chattahoochee County
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#041 Chattooga County
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MOTOR VEHICLE MANUAL

COUNTY DIRECTORY

(Continued)

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#149 Clay County

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#013 Clayton County

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#130 Clinch County

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#007 Cobb County

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#025 Colquitt County

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#081 Cook County

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#027 Coweta County

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#143 Crawford County

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#106 Dade County

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MOTOR VEHICLE MANUAL

COUNTY DIRECTORY

(Continued)

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#002 DeKalb County

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#059 Dodge County

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#083 Dooly County

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#125 Evans County

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#069 Fannin County

Windell Davis, Tax Commissioner
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#112 Fayette County

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MOTOR VEHICLE MANUAL

COUNTY DIRECTORY

(Continued)

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#071 Franklin County

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#103 Gilmer County

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#157 Glascock County

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#044 Gordon County

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#085 Greene County

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#016 Gwinnett County

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#010 Hall County

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#095 Hancock County

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MOTOR VEHICLE MANUAL

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#062 Hart County
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#146 Heard County
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#113 Johnson County
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#107 Jones County
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MOTOR VEHICLE MANUAL

COUNTY DIRECTORY

(Continued)

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#065 Liberty County

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#122 Lumpkin County

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#073 Macon County

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#144 Marion County

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#078 McDuffie County

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#133 McIntosh County

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MOTOR VEHICLE MANUAL

COUNTY DIRECTORY (Continued)

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#127 Miller County
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#043 Mitchell County
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#090 Monroe County
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#135 Montgomery County
Lawana M. Sharpe, Tax Commissioner
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#092 Morgan County
Rebecca L. Astin, Tax Commissioner
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#091 Murray County
Charlotte H. Keener, Tax Commissioner
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Phone: (706) 695-3423

#004 Muscogee County
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#38 Newton County
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MOTOR VEHICLE MANUAL

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(Continued)

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MOTOR VEHICLE MANUAL

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#151 Towns County
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#142 Treutlen County
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MOTOR VEHICLE MANUAL

COUNTY DIRECTORY

(Continued)

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#131 Union County

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#040 Walton County

Mearon Queen, Tax Commissioner
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#023 Ware County

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#045 Washington County

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#156 Webster County

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#145 Wheeler County

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#126 White County

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MOTOR VEHICLE MANUAL

COUNTY DIRECTORY (Continued)

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#099 Wilkinson County
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#058 Worth County
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APPENDIX

MOTOR VEHICLE SERVICES INSPECTION STATIONS

The Motor Vehicle Inspection Section will notify the owner of the vehicle in regards to an inspection of the motor vehicle. Due to the time involved some prefer to take their vehicle to a Motor Vehicle Inspection Station. The Motor Vehicle Inspection Stations are not "State" operated. These stations are privately owned and the owners of these stations charge an additional fee for use of their facilities.

These Inspection Stations are listed below. Inspections take place on Tuesdays, Wednesdays and Thursdays. Inspectors rotate to the stations on a two-week rotation basis. For example, if they are at the Hall County Station the first Tuesday of the month, they will not return to that station until the third Tuesday of the month.

The hours of operation of these stations are 8:30 a.m. – 4:45 p.m. excluding State holidays. All vehicles to be inspected must be at the station before 12:00 p.m. or they will not be inspected. All vehicles must be transported and not driven to the stations. Vehicles are inspected on a first-come, first-serve basis.

Since schedules are subject to change (i.e. Holidays, etc.) it is best to call the inspection station ahead of time to verify the dates before you report to the inspection location. The following list reflects the locations and telephone numbers of each inspection station:

Bartow County	Highway 41 North Cartersville, GA (770) 606-9635
Chatham County	1321 Highway 80, West at Chatham Parkway Savannah, GA 800-397-2474
Clarke	County Hwy 72 Athens, GA (706) 548-1169
Douglas County	I-20 West, Exit 34, Rgt., Left on Bankhead, 1 Mile on left Douglasville, GA (770) 942-0468
Fannin County	Hwy 515 & Loving Rd. Morganton, GA (706) 374-2183
Hall County	I-985 Exit 22 Gainesville, GA (770) 534-0850
Peach County	I-75 S. Hwy 247C Ft. Valley, GA (912) 953-500

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FORMS

The forms listed below may be obtained from Motor Vehicle Services or County Tag Office upon request. Written requests should be forwarded to Motor Vehicle Services, Material Control Section, Post Office Box 740381, Atlanta, Georgia 30374-0381 or when calling from a touch tone phone: (404) 362-6500 press 3 and then follow the instructions on the recorded announcement for placing forms orders. **FORMS EXAMPLES FOLLOW AT THE END OF THIS MANUAL.**

Form MV-1	Title and Tag Application (Application for either an original title or replacement) This application is referred to in this manual as a "title application".
Form MV-1S	Application for a Salvage Certificate of Title
Form MV-18	Affidavit requesting correction(s) on face of Georgia Titles
Form MV-18A	Affidavit to support a request for correction of a Georgia Certificate of Title
Form MV-18B	MV-18A Affidavit – Additional Information and Requirements
Form MV-46	Motor Vehicle Certificate of Title Bond Form
Form MV-46A	Affidavit to accompany Certificate of Title Bond Form stating why the required documents can not be obtained
Form T-4	Lien or Security Interest Release Form
Form T-5	Stolen, Recovered or Converted Motor Vehicle Report

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Form T-7	Bill of Sale
Form T-8	Standard Power-of-Attorney Form
Form T-11	Affidavit explaining corrections on the assignment(s) on the Title/Statement of Origin
Form T-16	Affidavit of Repossession Form
Form T-17	Statement of Title Held by Lien or Security Interest Holder or Leasing Company
Form T-19	Affidavit of Authority to sign for a Company, Corporation or Partnership
Form T-19A	Affidavit of Authority to Receive for a Company, Corporation or Partnership
Form T-20	Affidavit of Inheritance when there is no will
Form T-20A	Affidavit of Inheritance of a Motor Vehicle (Non-Probated Will with Limited Assets)
Form T-22B	Affidavit verifying the vehicle identification number on a vehicle must be completed by a law enforcement officer or county Tax Commissioner after a visual inspection of the vehicle's serial plate.
Form T-22R	Affidavit requesting the inspection of a vehicle by the Motor Vehicle Inspection Unit
Form T-53	Certificate of title Notice (Second or subsequent lien being placed)

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Form T-53A	Motor Vehicle Certificate of Title Lien Notice (Judgment/Court Orders)
Form T-53D	Notice of Security Interest
Form T-53E	Notice of Security Interest – Instructions
Form T-56	Notice of Insurance Settlement without transfer of Title
Form T-107	Odometer Discrepancy Affidavit
Form T-128	Missing Serial Plate Affidavit
Form T-129	Labor and Parts Certification
Form T-201	Title (Fee) Refund Form Request
Form T-207A	Affidavit – Foreign Documents
Form T-207E	English Translation of a Bill of Sale
Form T-207T	Translation of a Foreign Registration Certificate
Form T-214	Purchaser's Statement of Fact
Form T-216	Report of Georgia Certificate Lost in the Mail
Form T-217	County Request For Title Correction
Form T-224	Affidavit of Ownership Authentic Historical License Plate
Form T-226	Application to Extend Initial Registration Period for a Motor Vehicle Purchased from a Georgia Motor Vehicle Dealer

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Form T-227

One and the Same Affidavit

Form T-228

Affidavit of Fact for a Motorcycle/Scooter